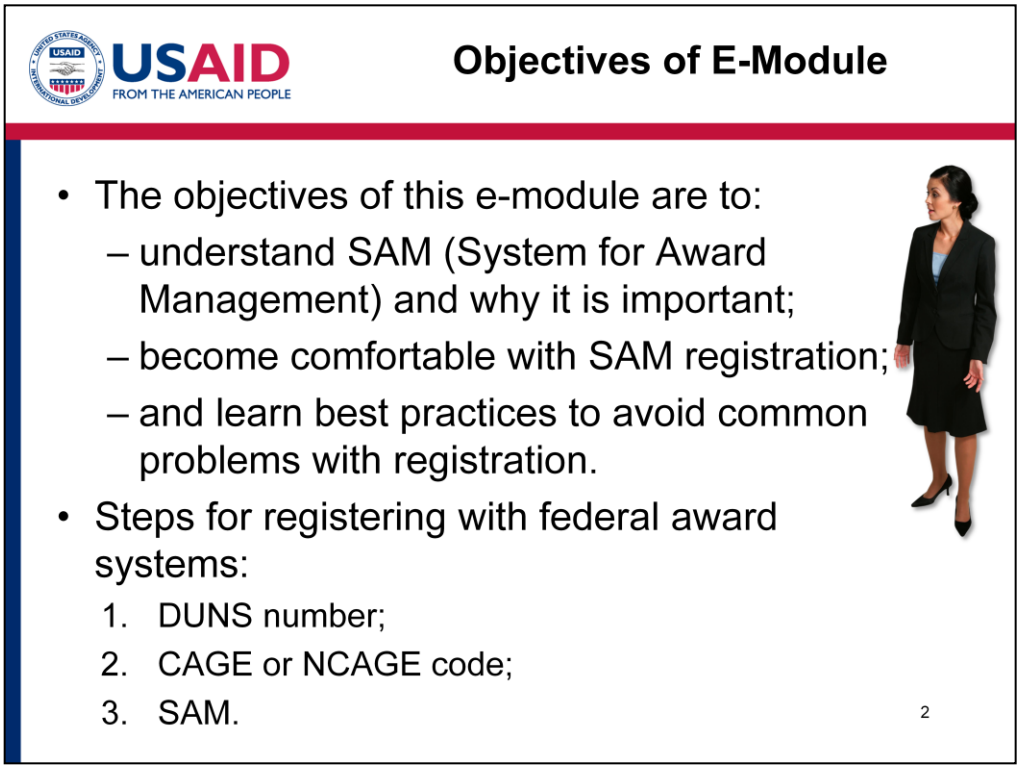
USAID
FROM THE AMERICAN PEOPLE

Registering for Federal Award Systems

Part C: SAM

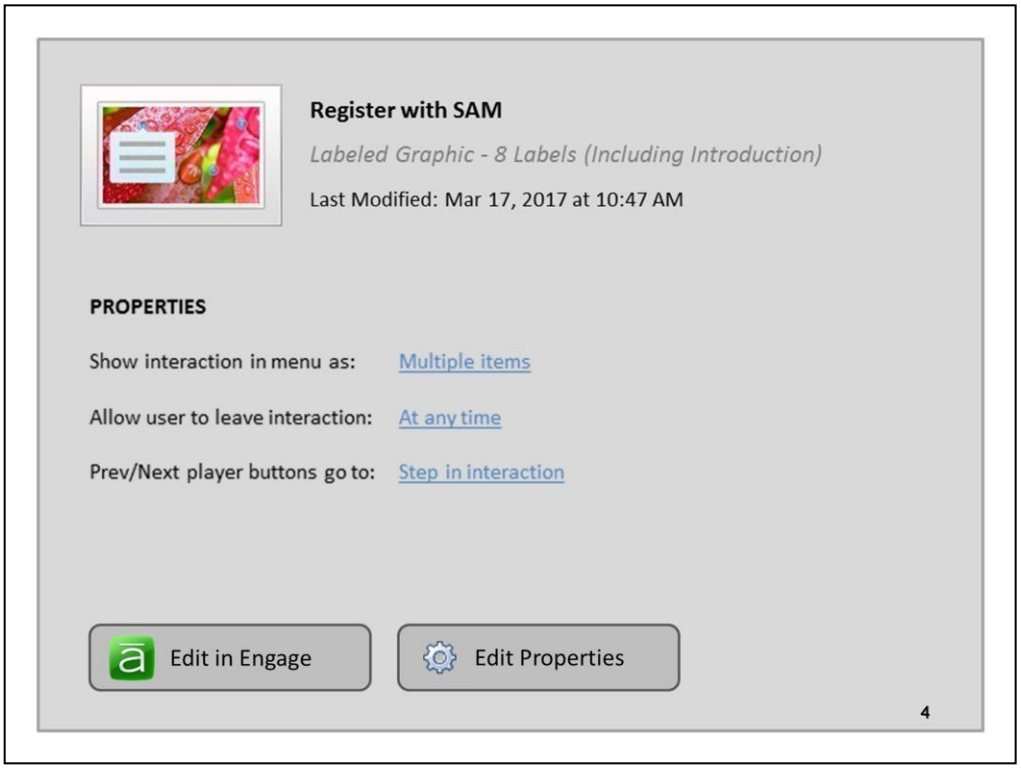
SAM
SYSTEM FOR AWARD MANAGEMENT

- Welcome to our e-module series on “How to Work with USAID.”
- This e-module is the third part on Registering for Federal Award Systems and focuses on Registering for the System for Award Management (SAM). We hope you find this information to be helpful and welcome your feedback.



- The objectives of this e-module are to understand SAM, or the System for Award Management, and why it's important for your organization; to become comfortable with SAM registration; and to learn best practices to avoid common problems with SAM registration.
- As explained during the e-module on how to register for a DUNS number and to obtain a CAGE or NCAGE code, to be eligible for apply for U.S. federal awards, including for grants on grants.gov and for contracts on fedbizopps.gov, entities need to first obtain a DUNS number and then obtain a CAGE or NCAGE Code to then register for the System for Award Management (SAM).
- This e-module concentrates on registering for SAM, and assumes that you already have registered for a DUNS number and a CAGE or NCAGE Code.
- We'll spend most of our time in the e-module walking you through how to register with SAM.

- The **System for Award Management** (SAM) is the Official U.S. Government system that consolidated the capabilities of older systems including CCR/FedReg, ORCA, and EPLS.
- You should register with SAM as soon as possible to avoid jeopardizing grant or contract eligibility later on due to issues with SAM registration. Entities who need to register in SAM include prime contractors, sub-contractors and sub-recipients, organizations applying for assistance awards, those receiving loans, sole proprietors, corporations, and partnerships.
- Registration with SAM must be updated annually.
- Once registration with SAM is complete you will be able to apply for grants and contracts with the federal government using www.grants.gov and www.fedbizopps.gov, including USAID awards.
- There is no fee to register.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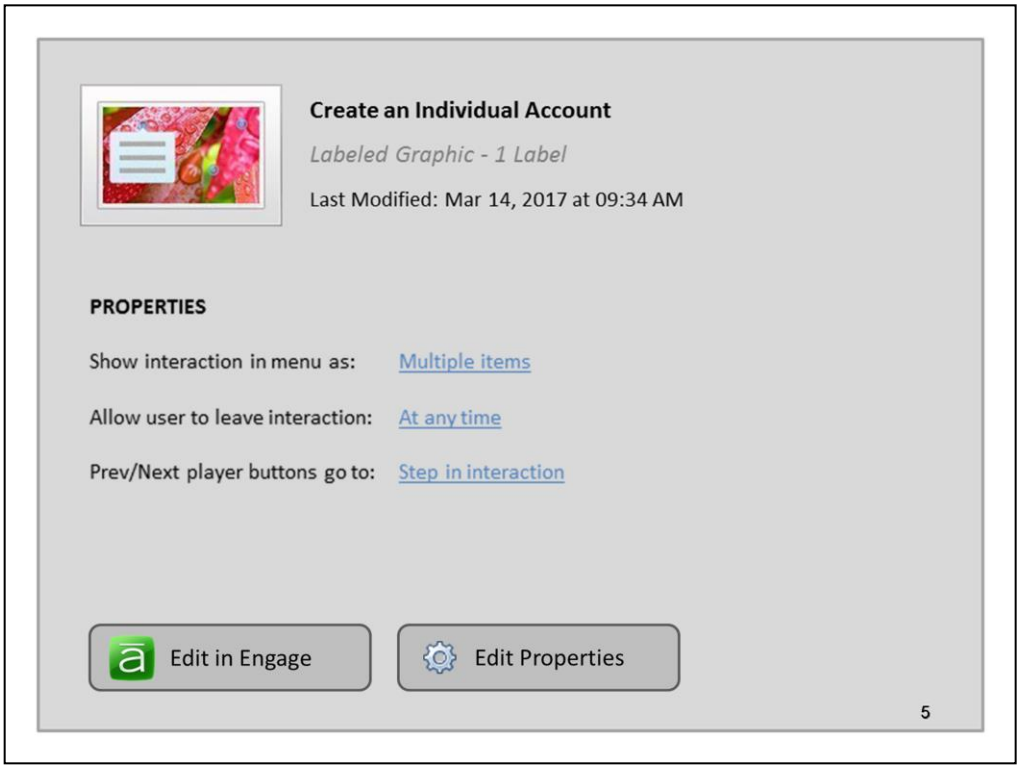
Edit Properties
4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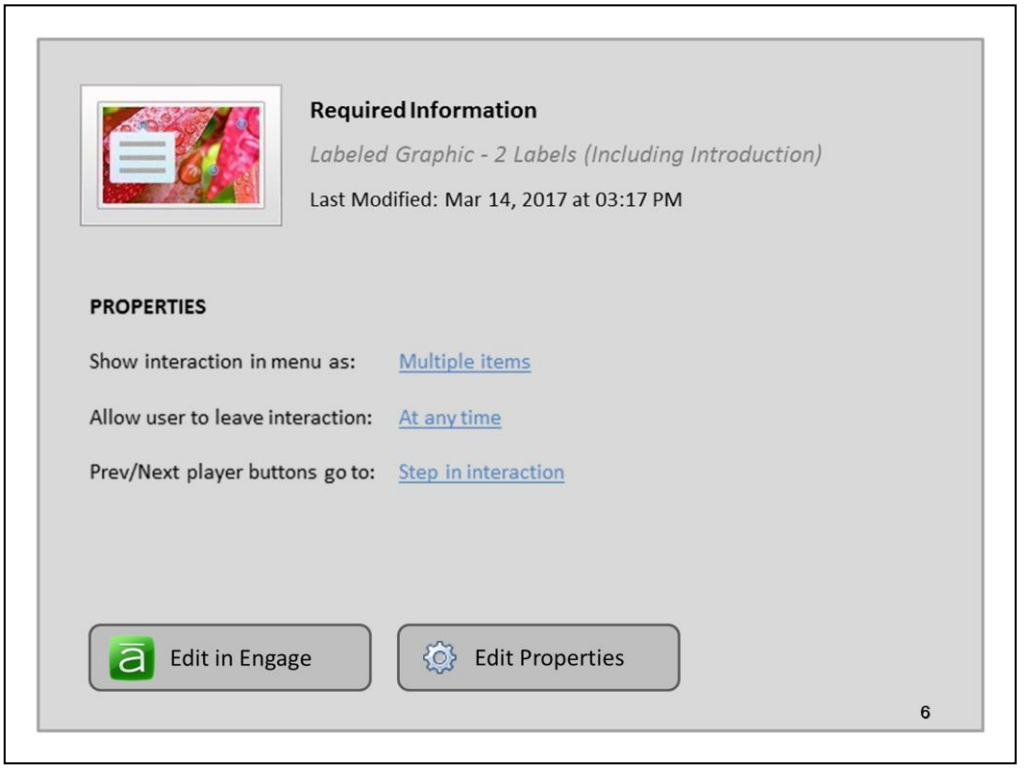
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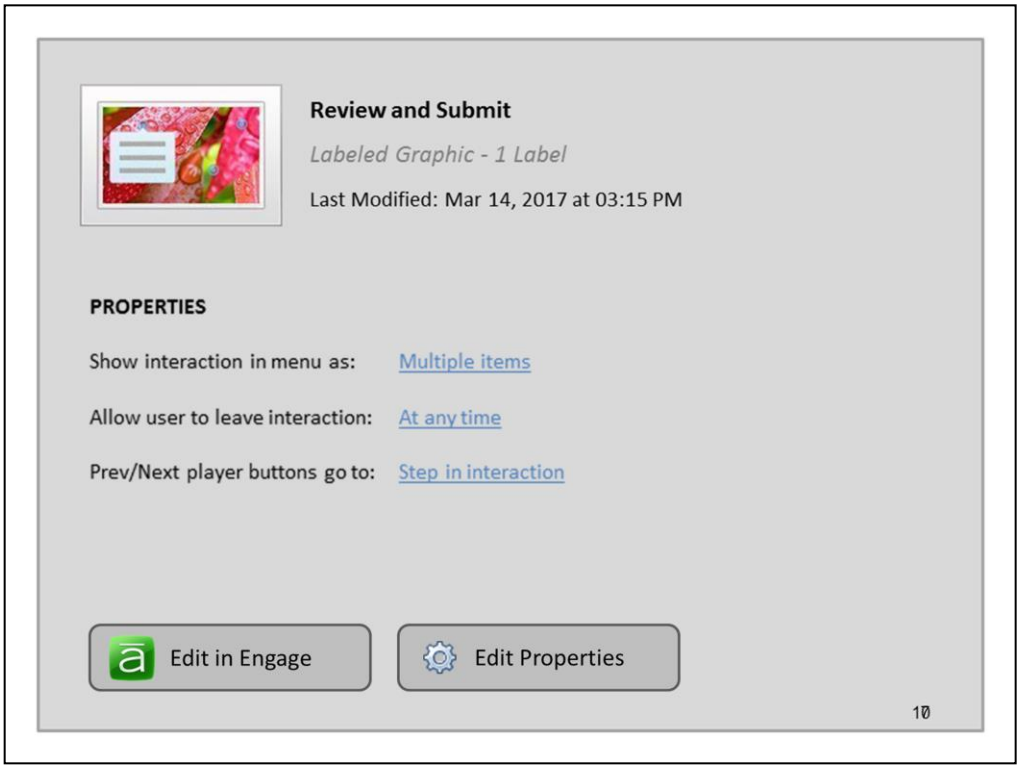
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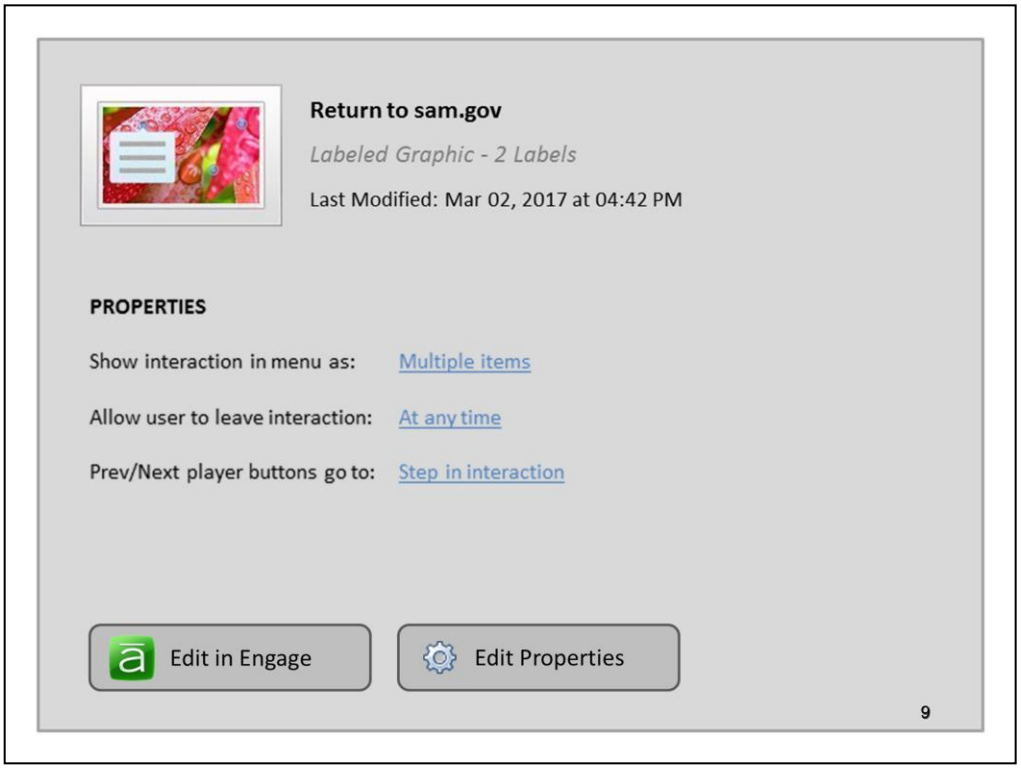
At any time
Prev/Next player buttons go to:
Step in interaction
Edit in Engage
Edit Properties
10

Confirm Initial Registration

- Click on link in email to confirm registration.
- Once on SAM website, click “Done.”
- Accept SAM Terms and Conditions to complete registration.

8

- Next SAM.gov will send a confirmation to your e-mail address you provided. Click on the link included in the e-mail from www.SAM.gov to activate your account.
- You will be taken to the www.SAM.gov website. Once you verify your registration you will be shown a confirmation. Click “Done” to continue.
- You must then accept SAM's Terms and Conditions in order to complete your initial registration.


Return to sam.gov
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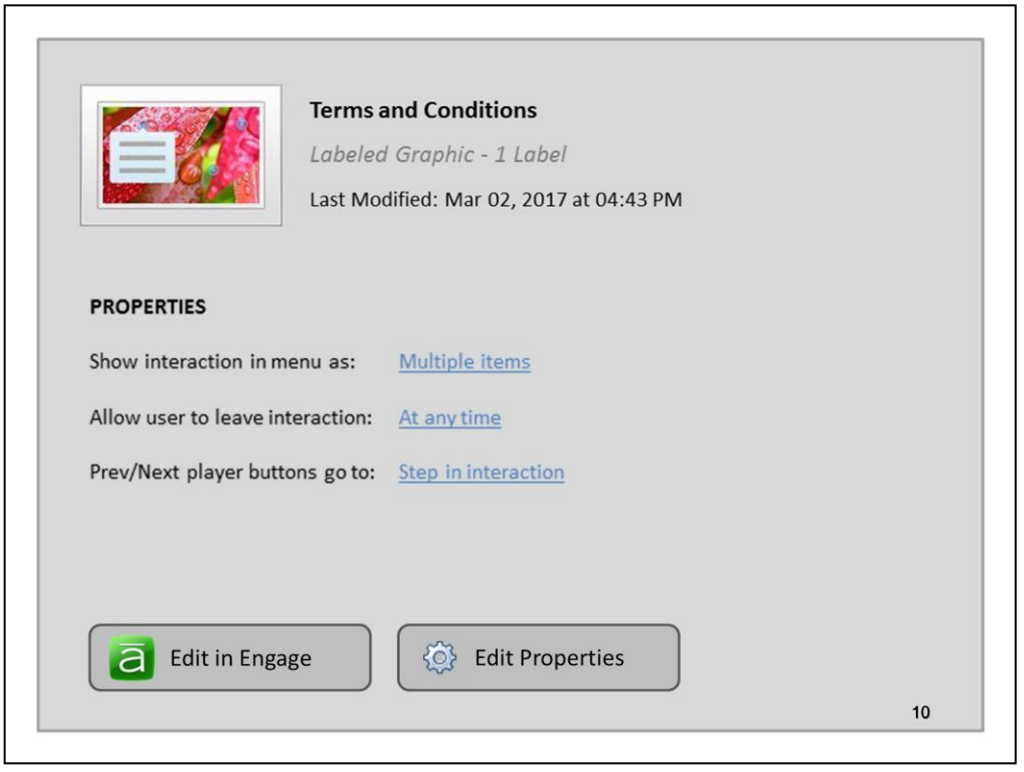
9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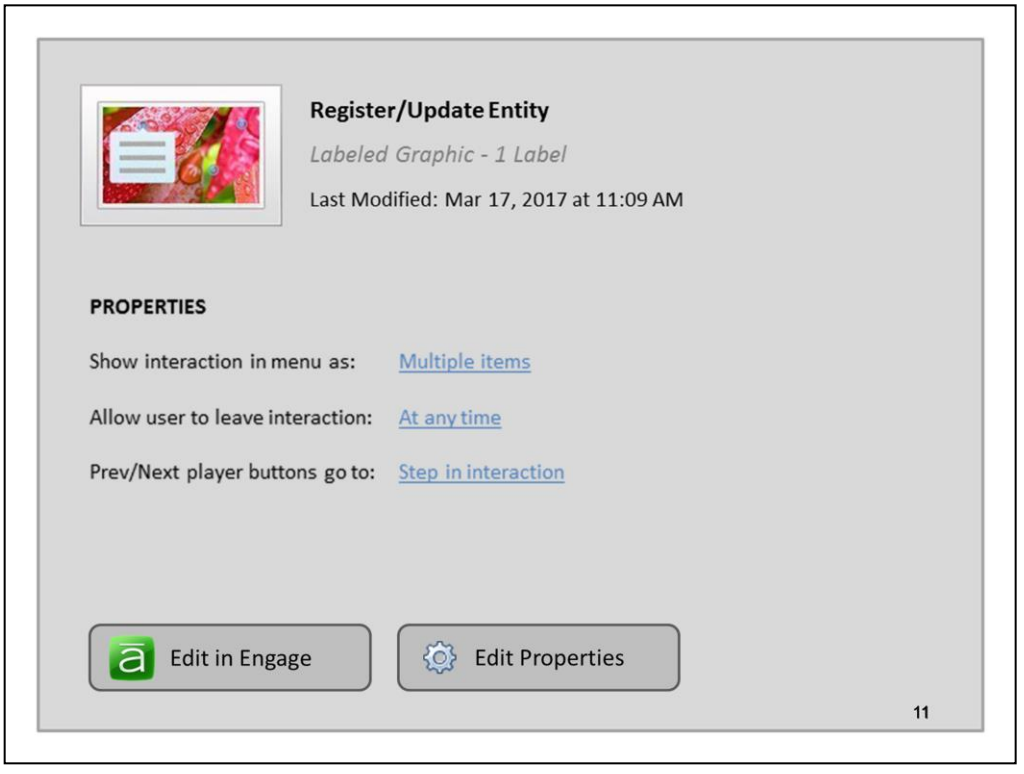
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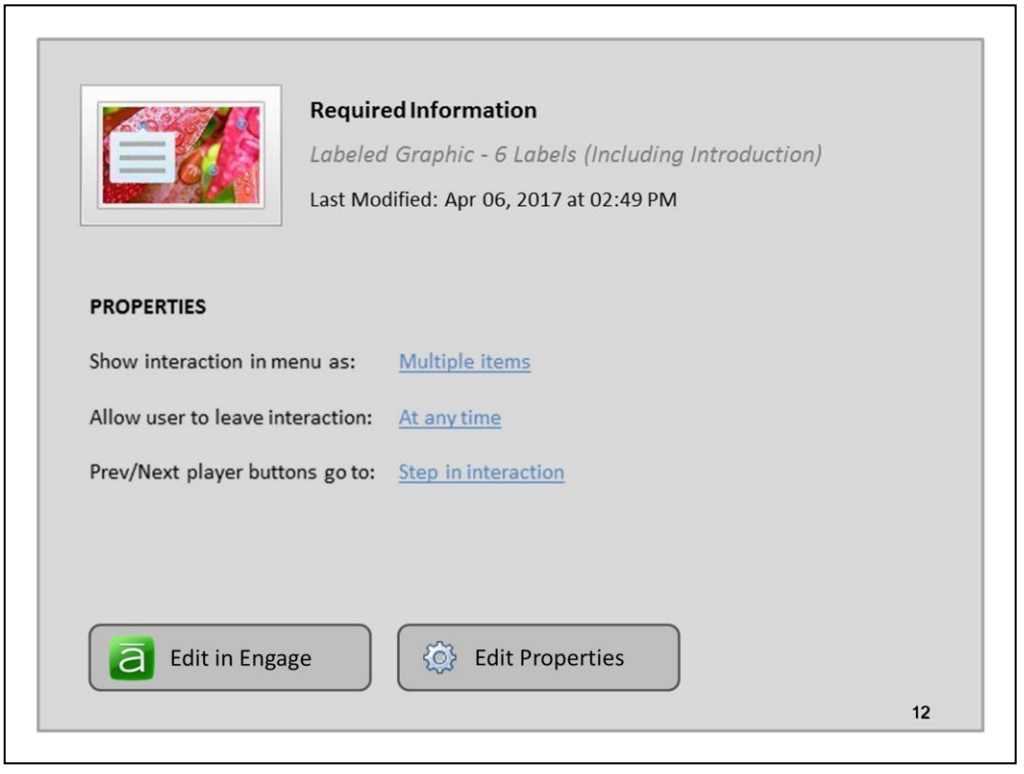
11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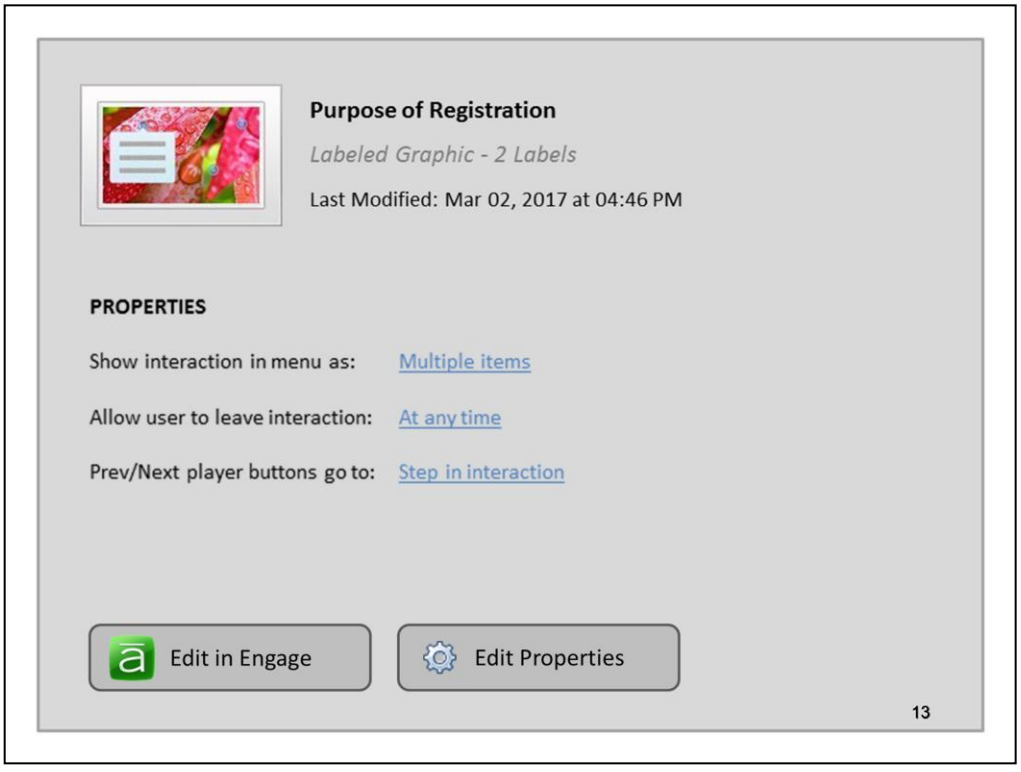
12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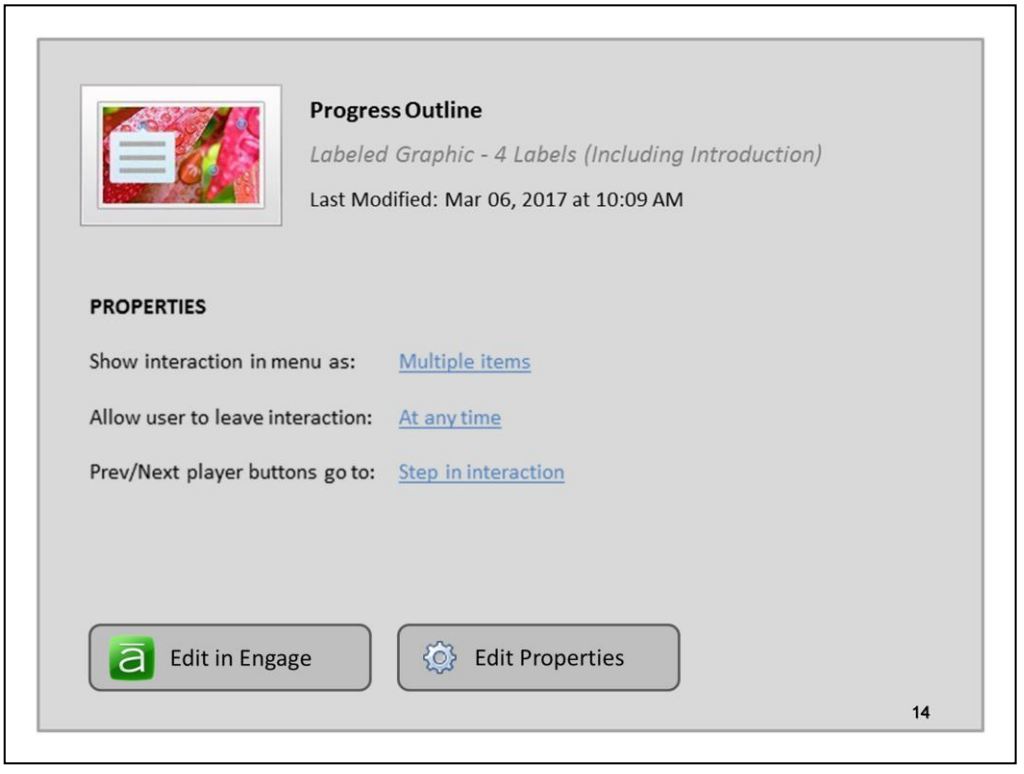
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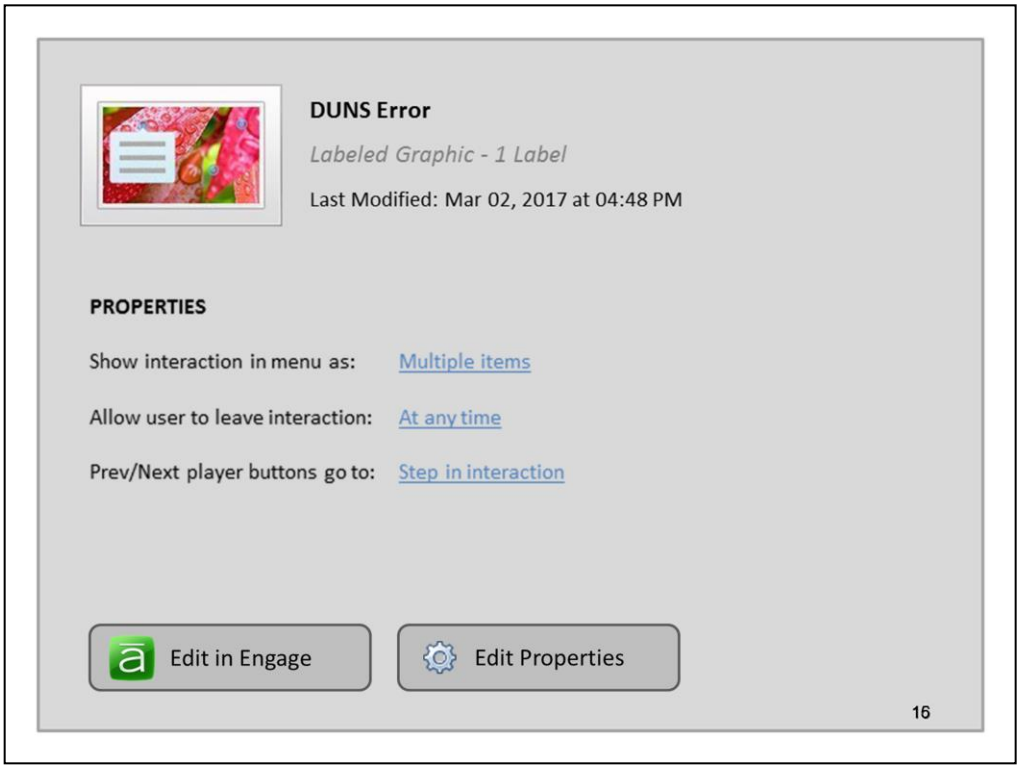
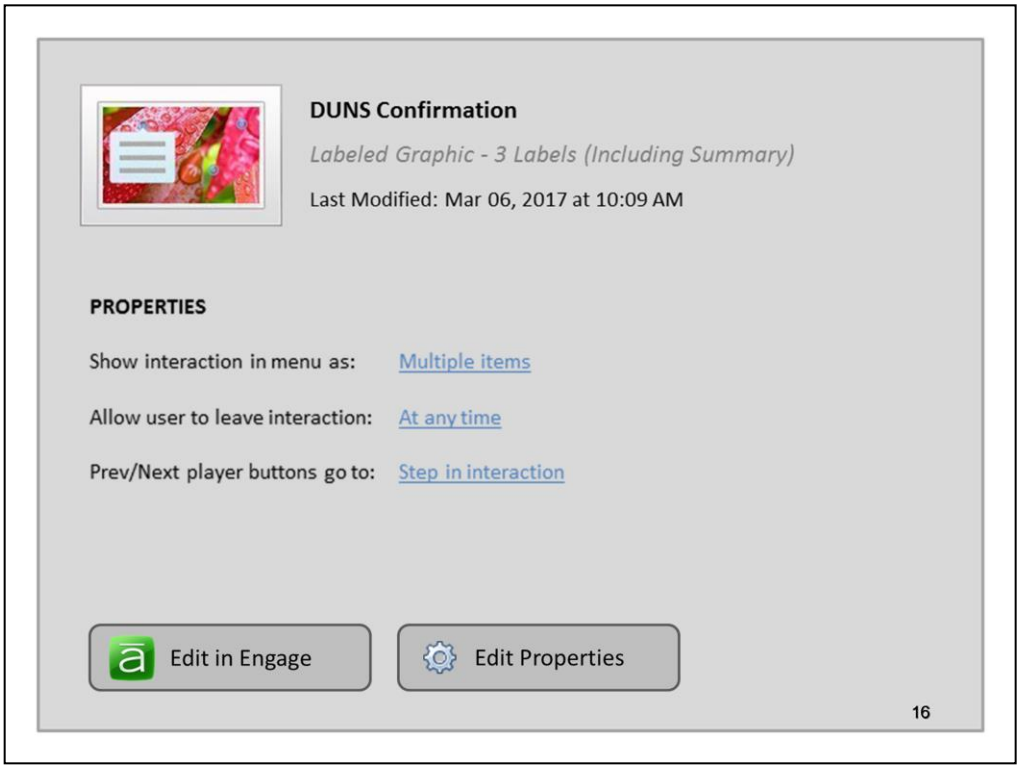
Edit Properties
14



When entering DUNS information for SAM registration it is important to enter information exactly the same as you entered during DUNS registration. If you do not enter the information in exactly the same manner, you will receive an error message stating that your DUNS information is invalid. Verify that you entered your information correctly and fix any mistakes in order to continue. If you are completely sure that you entered the DUNS information exactly how you entered it during DUNS registration, you may need to contact customer support for DUNS, SAM, and a representative at USAID.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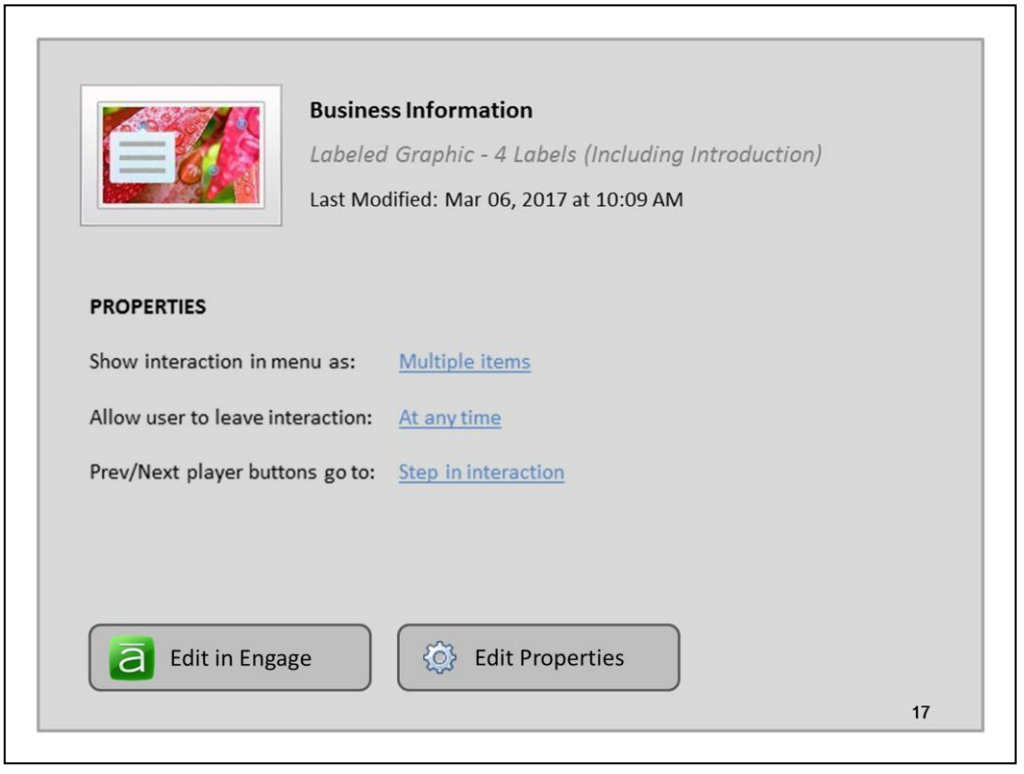
16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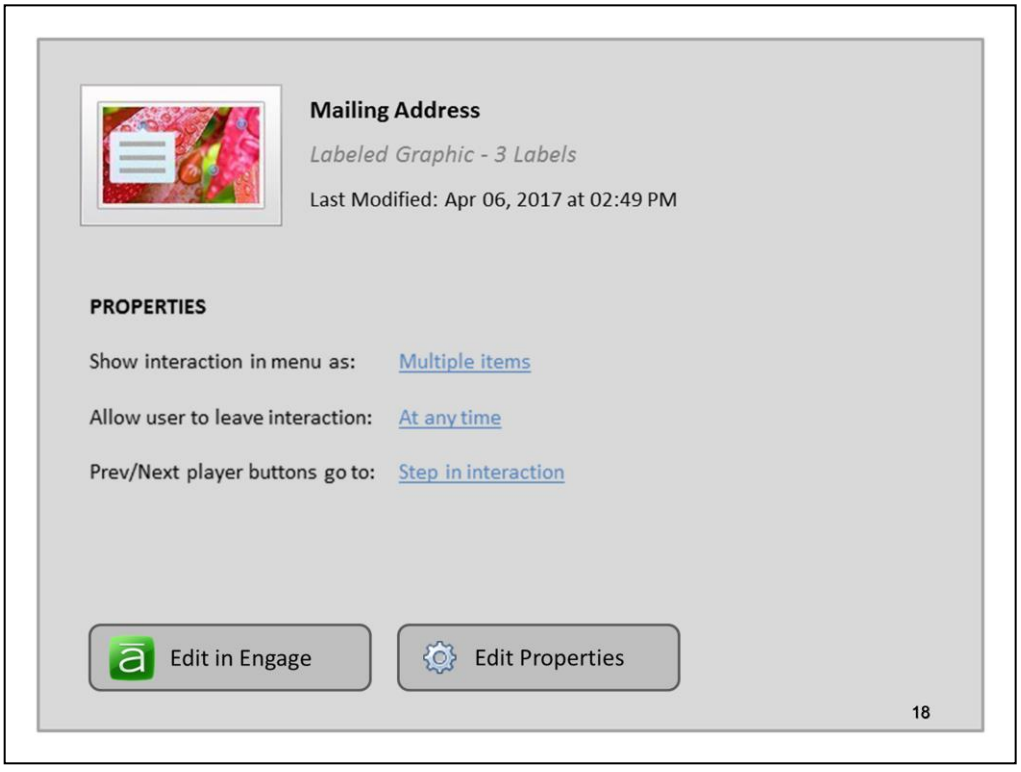
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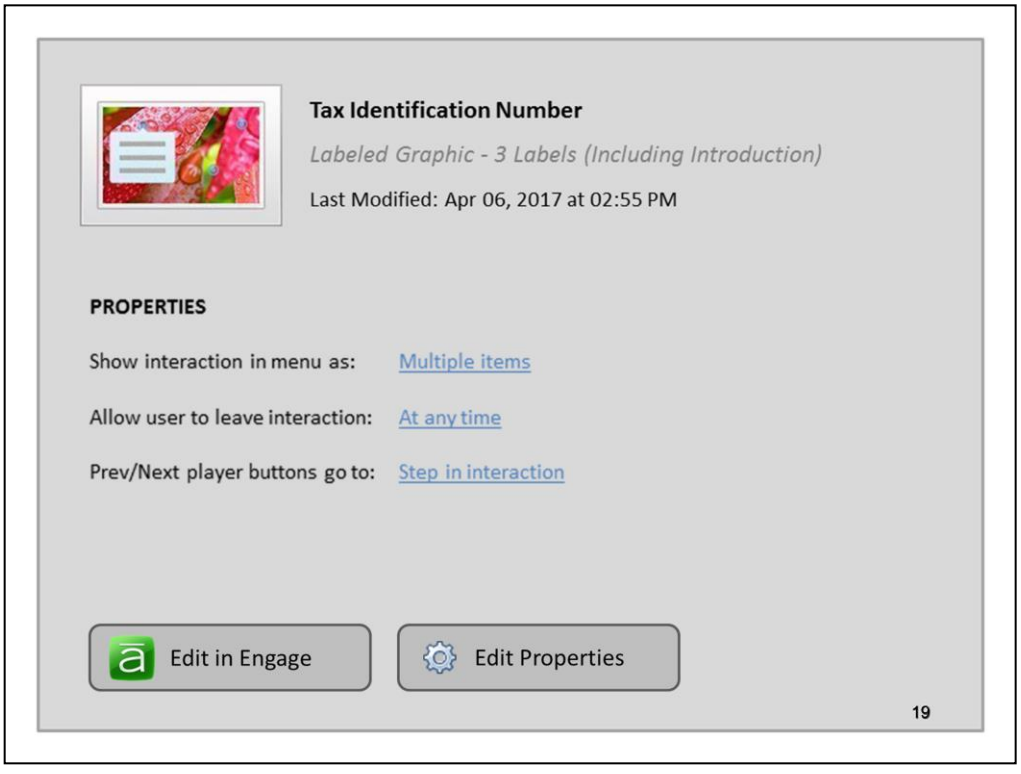
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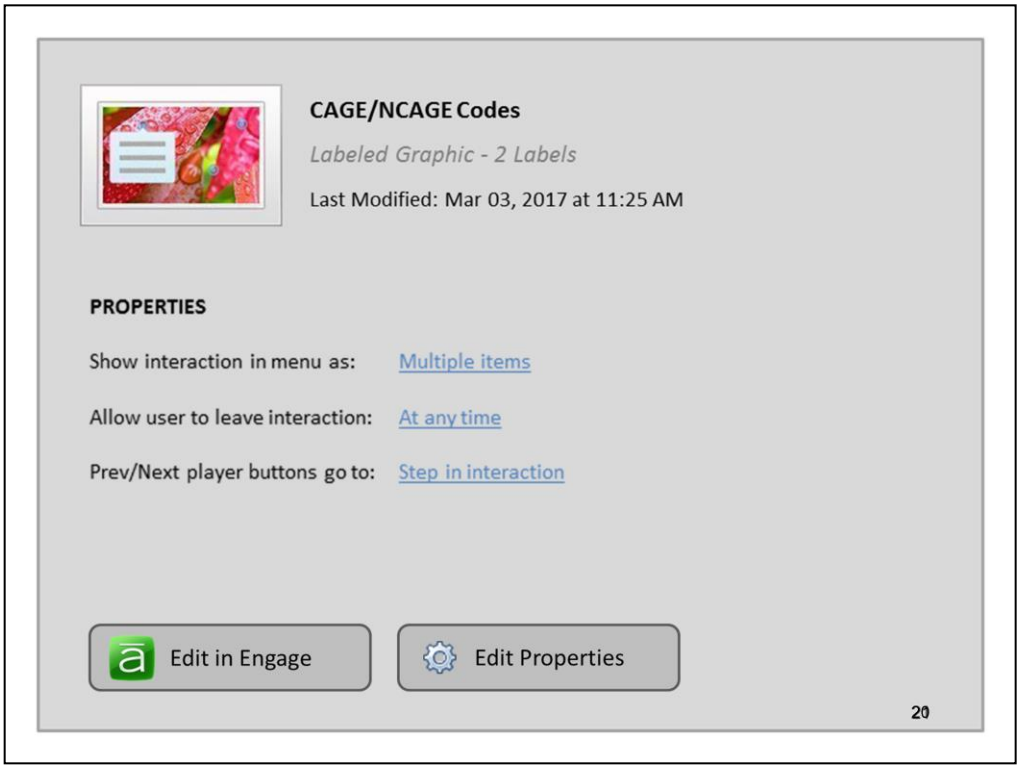
CAGE/NCAGE Codes
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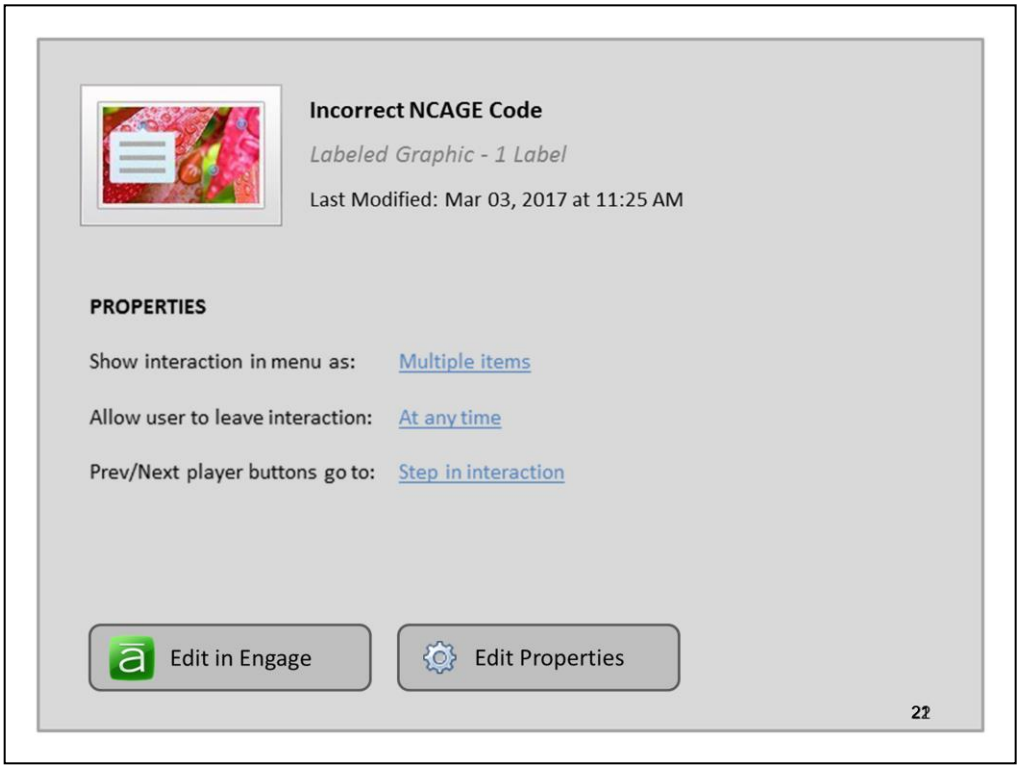
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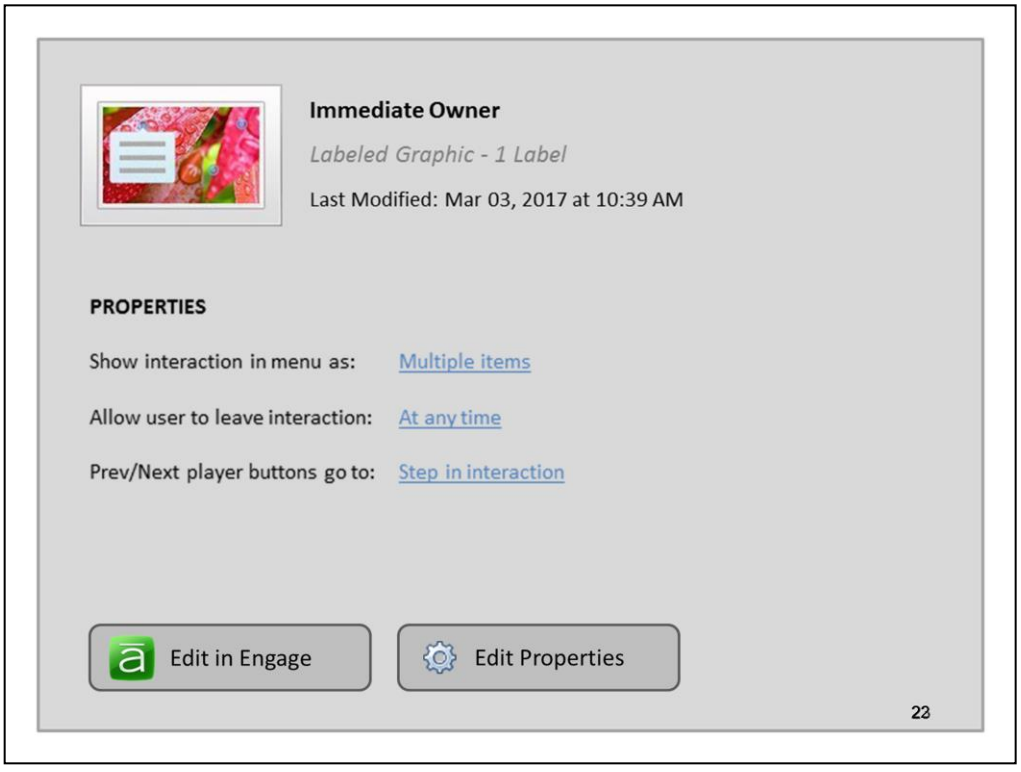
22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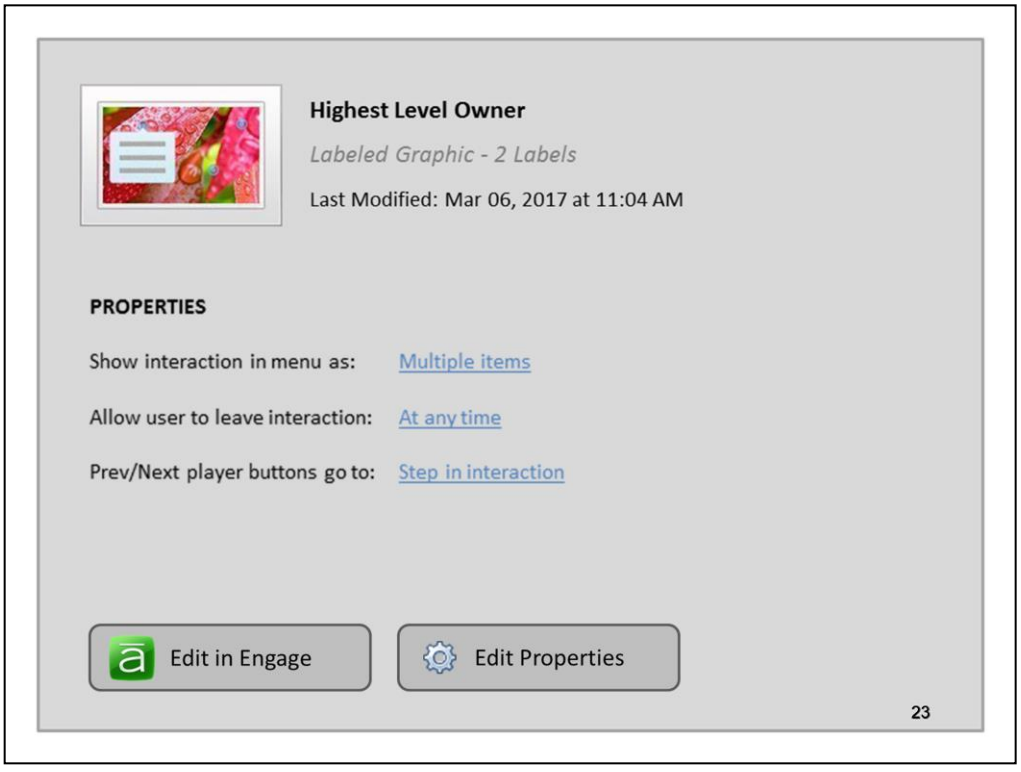
23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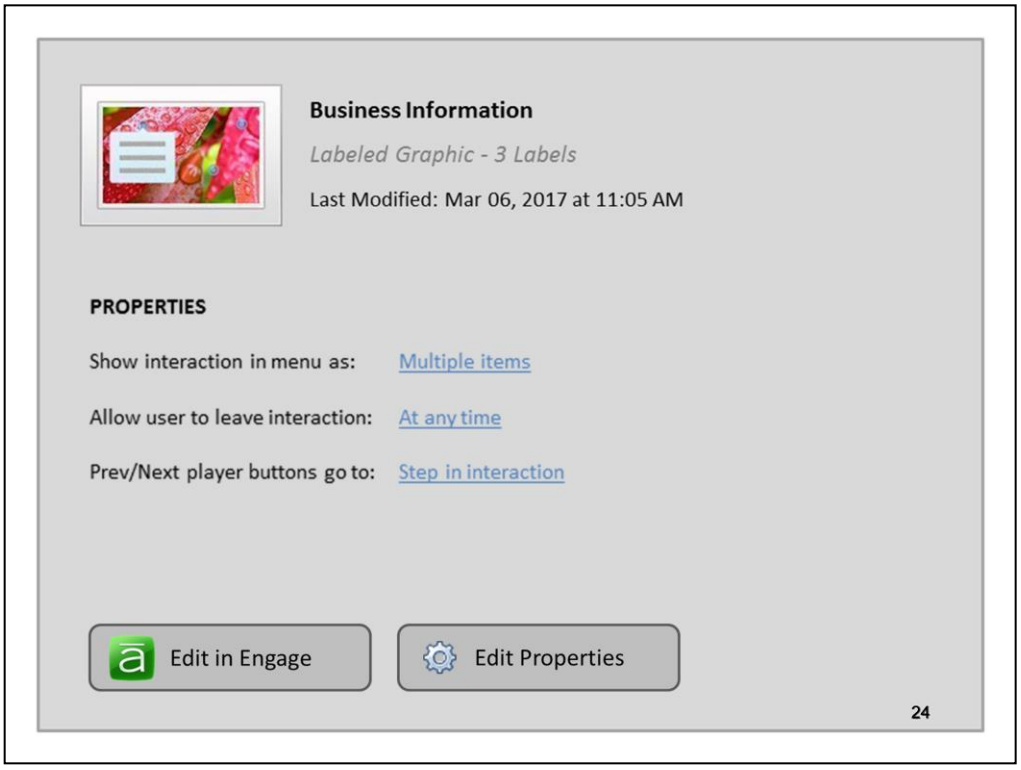
23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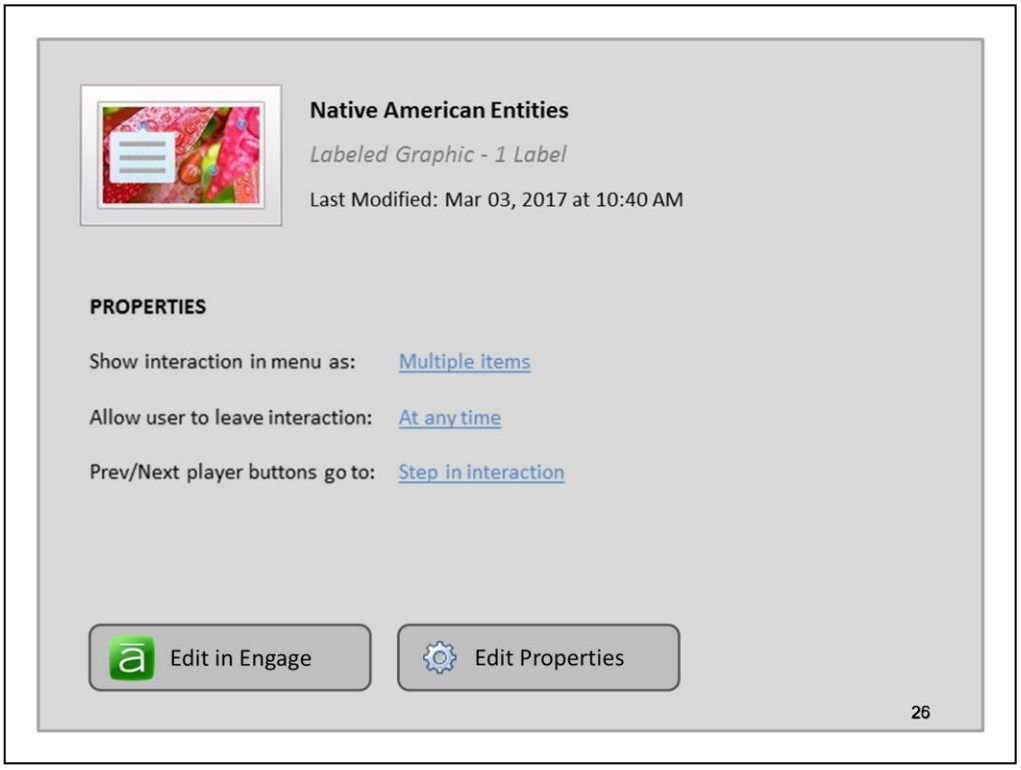
24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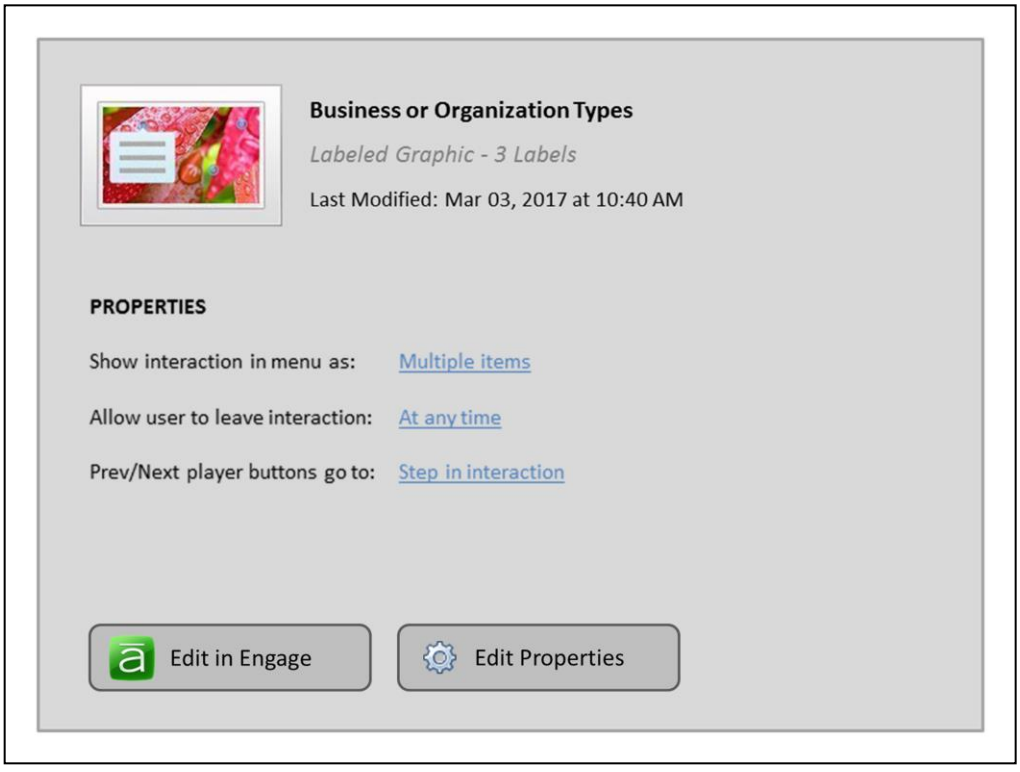
26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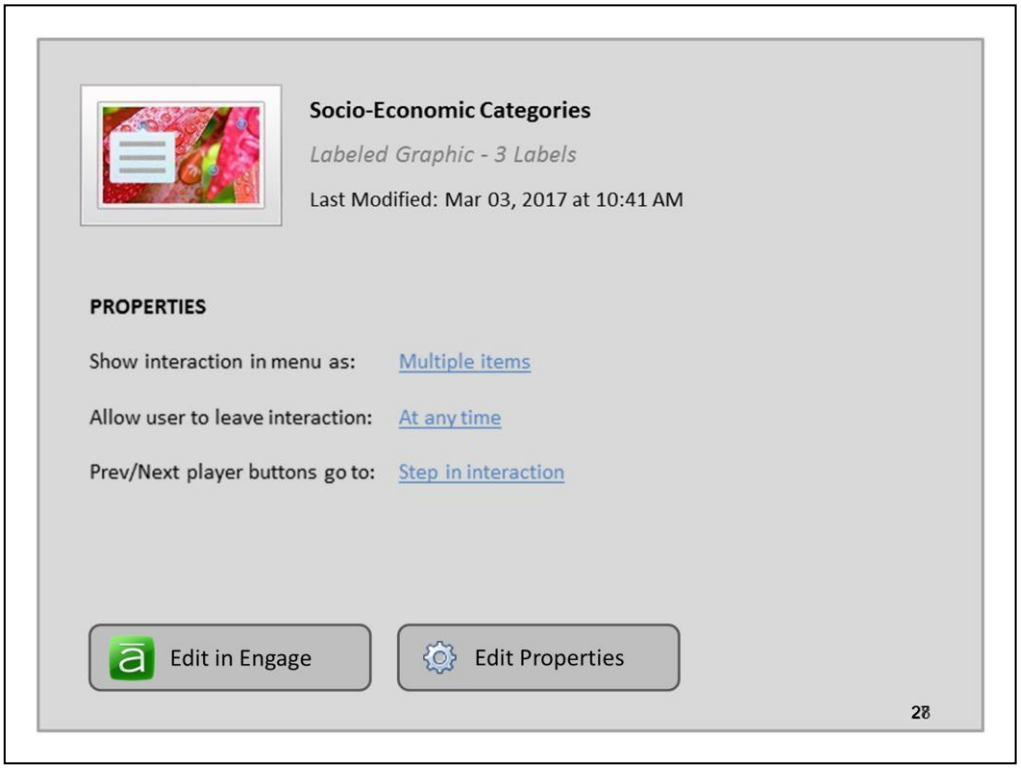
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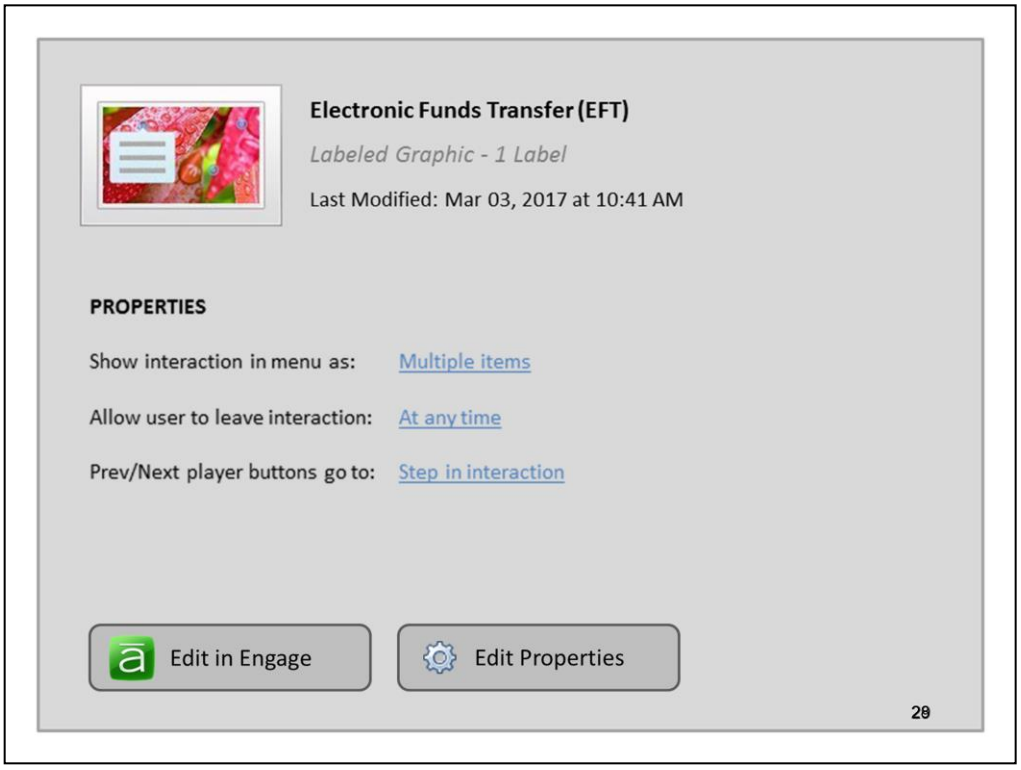
28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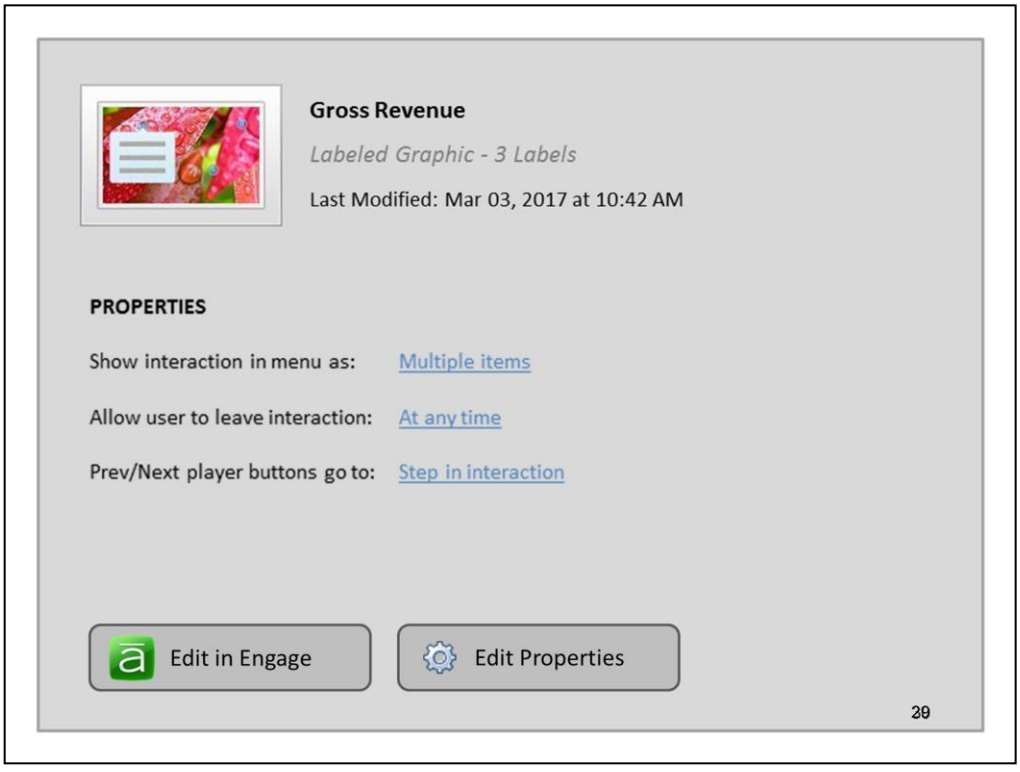
20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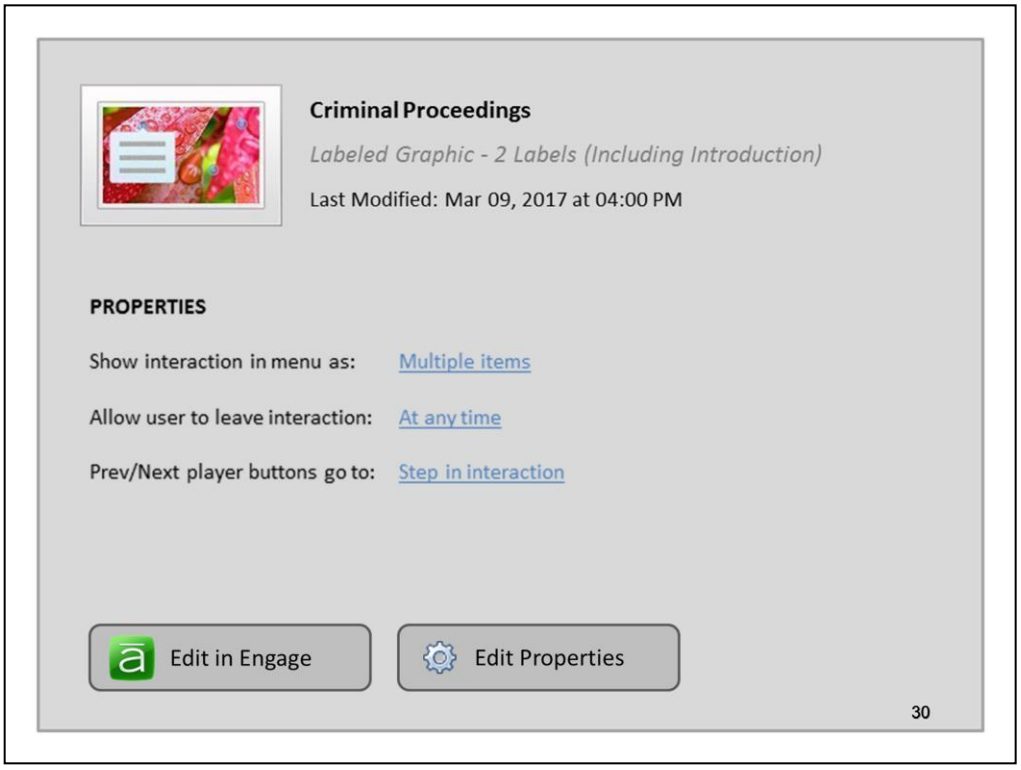
29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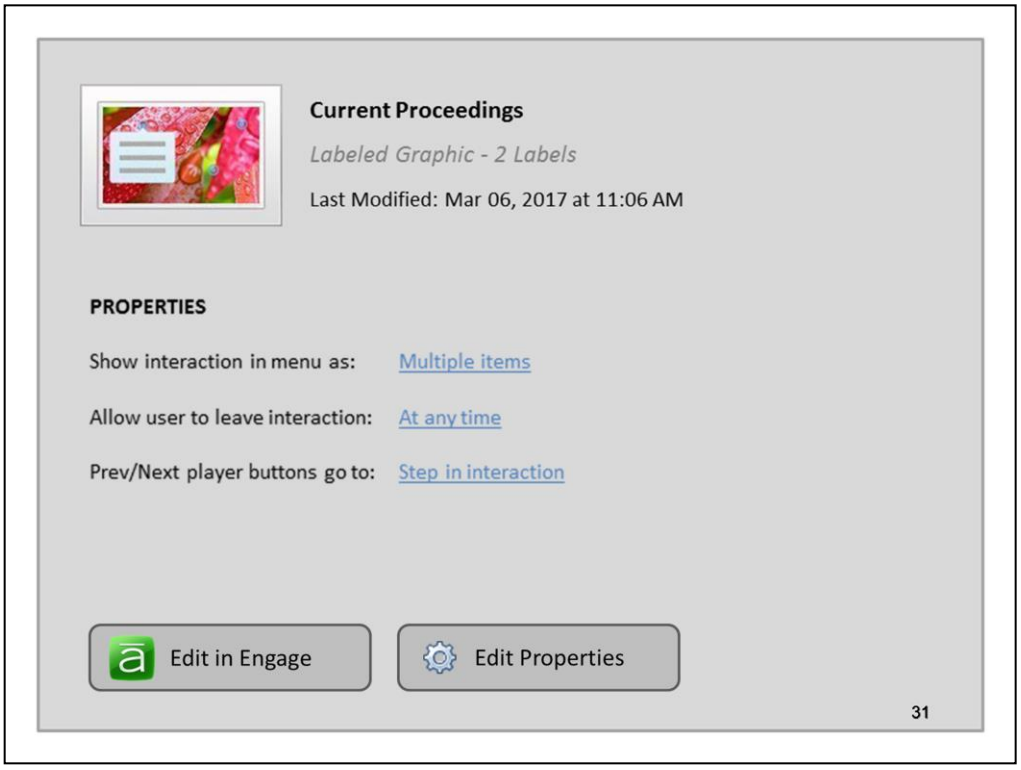
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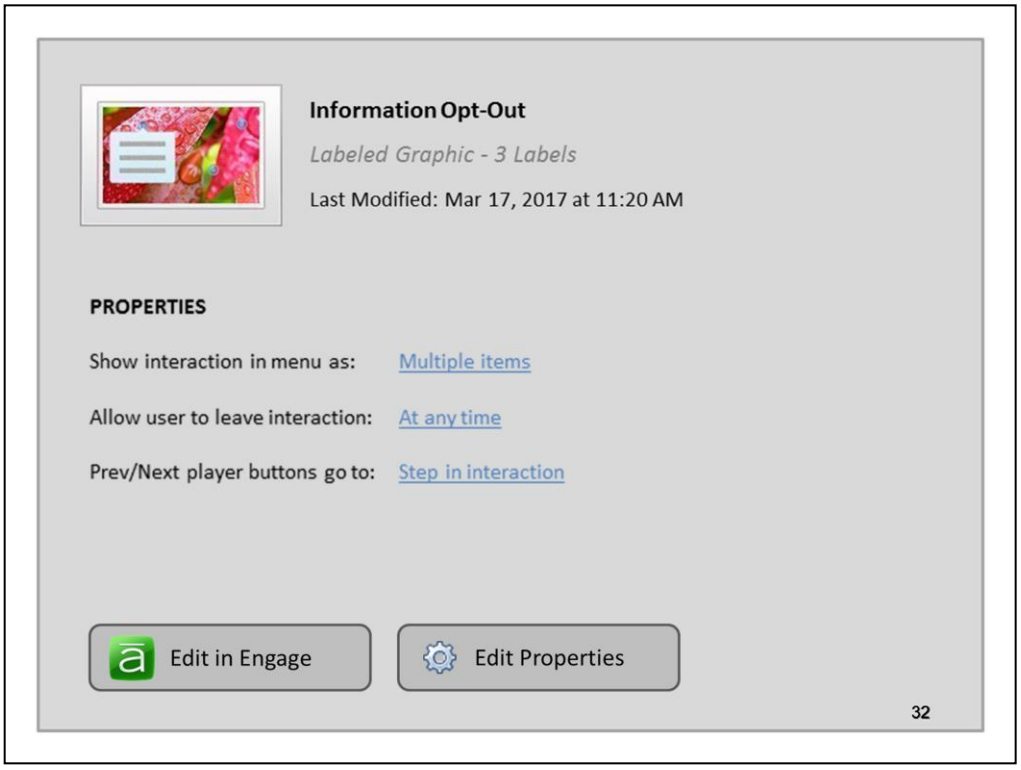
31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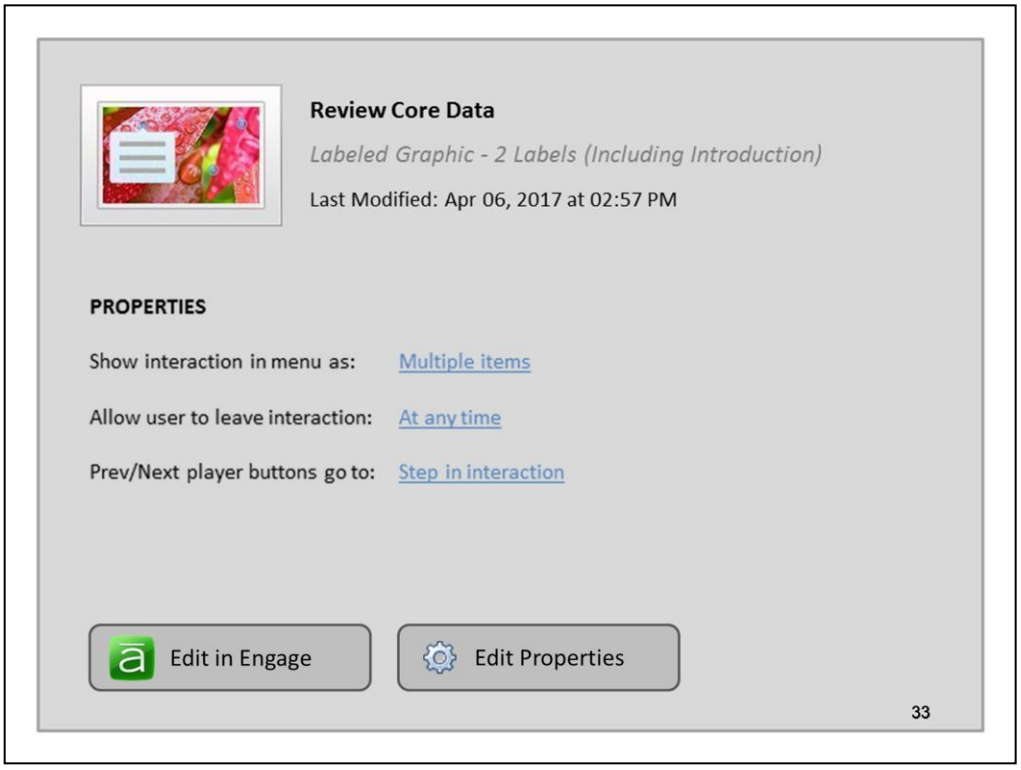
32


Review Core Data
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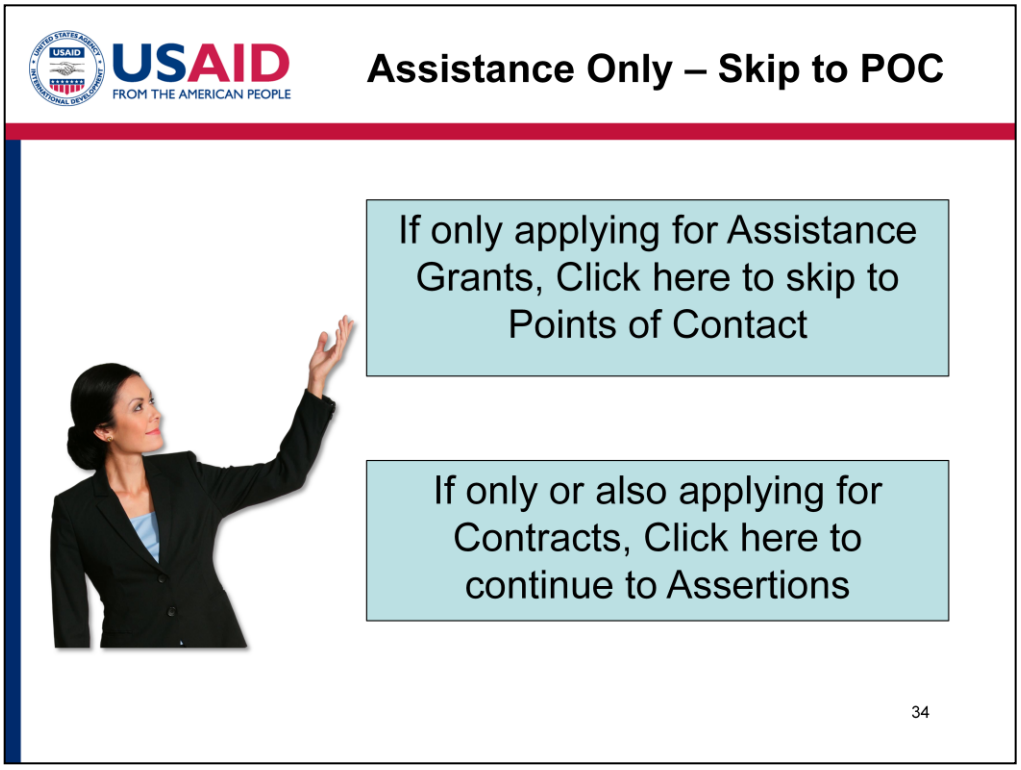
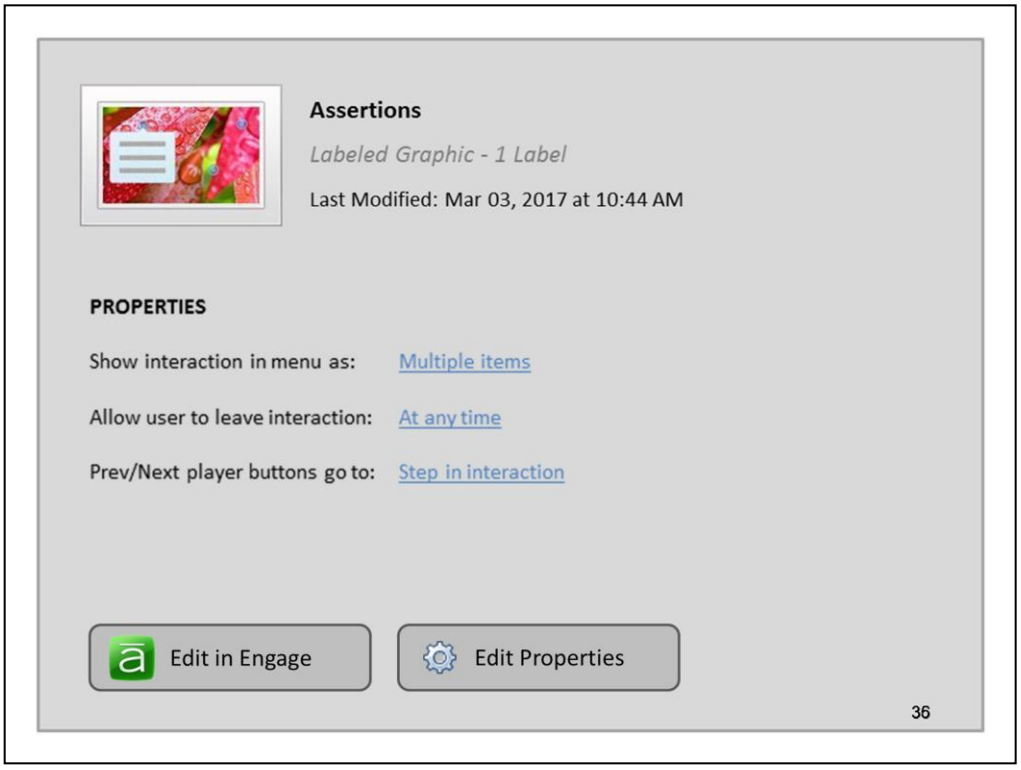
33



If you are only applying for assistance awards from the federal government, skip now to Points of Contact. If you are also applying for contracts, continue to the next slide.


Assertions
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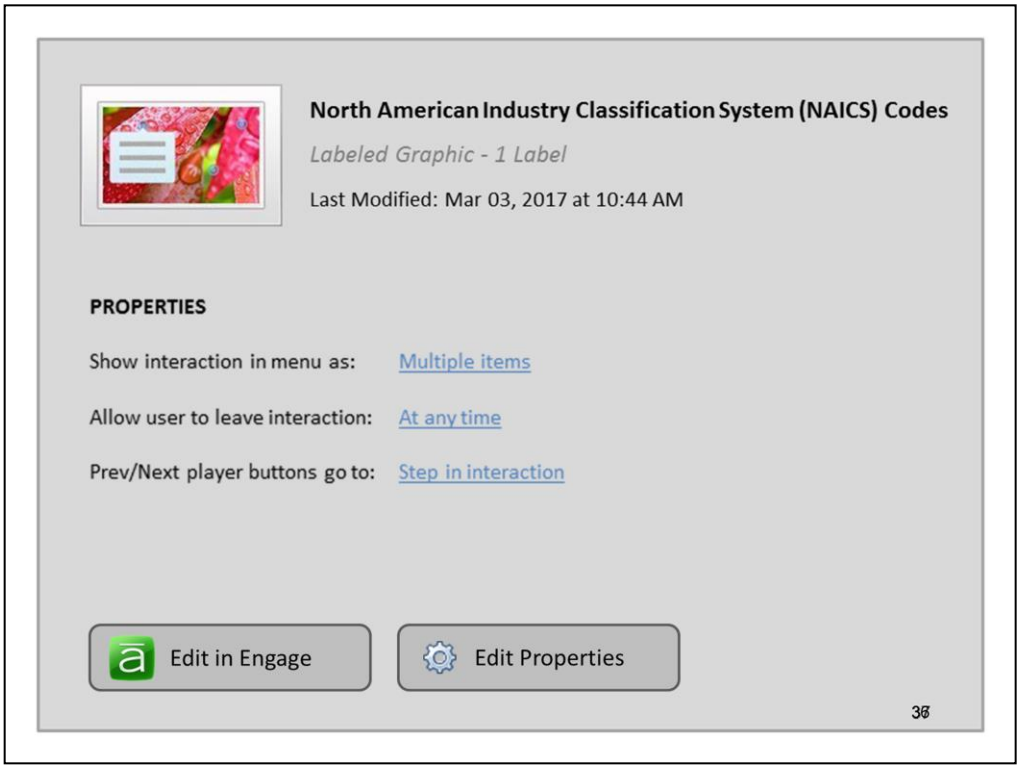
36


North American Industry Classification System (NAICS) Codes
Labeled Graphic - 1 Label
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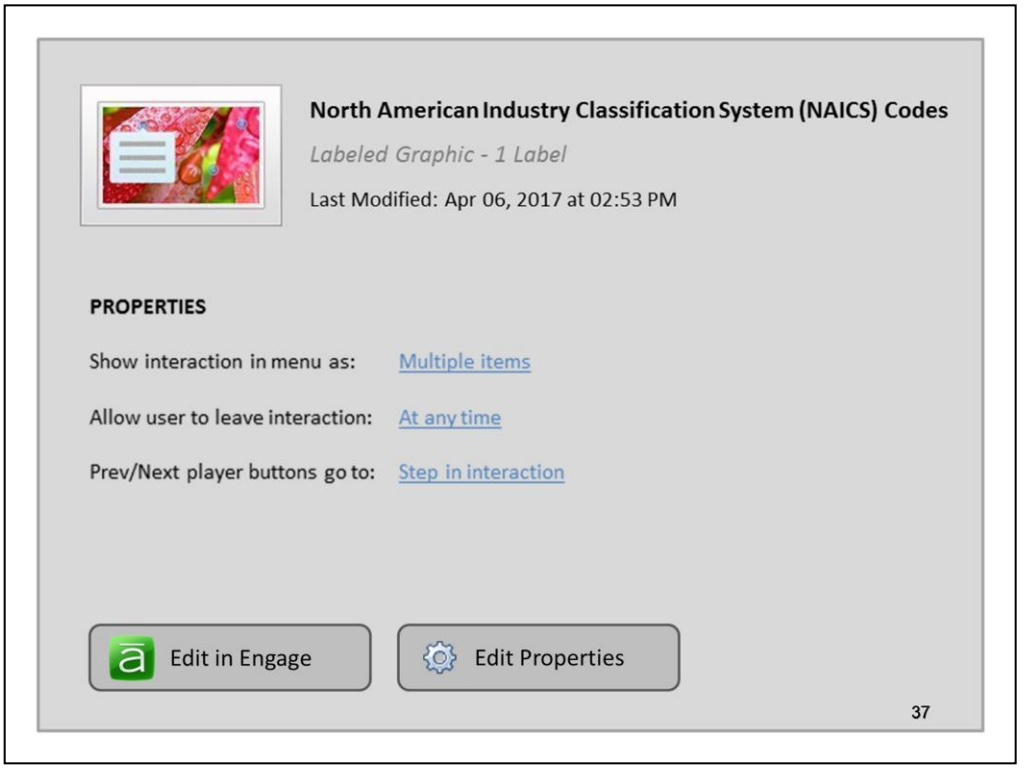
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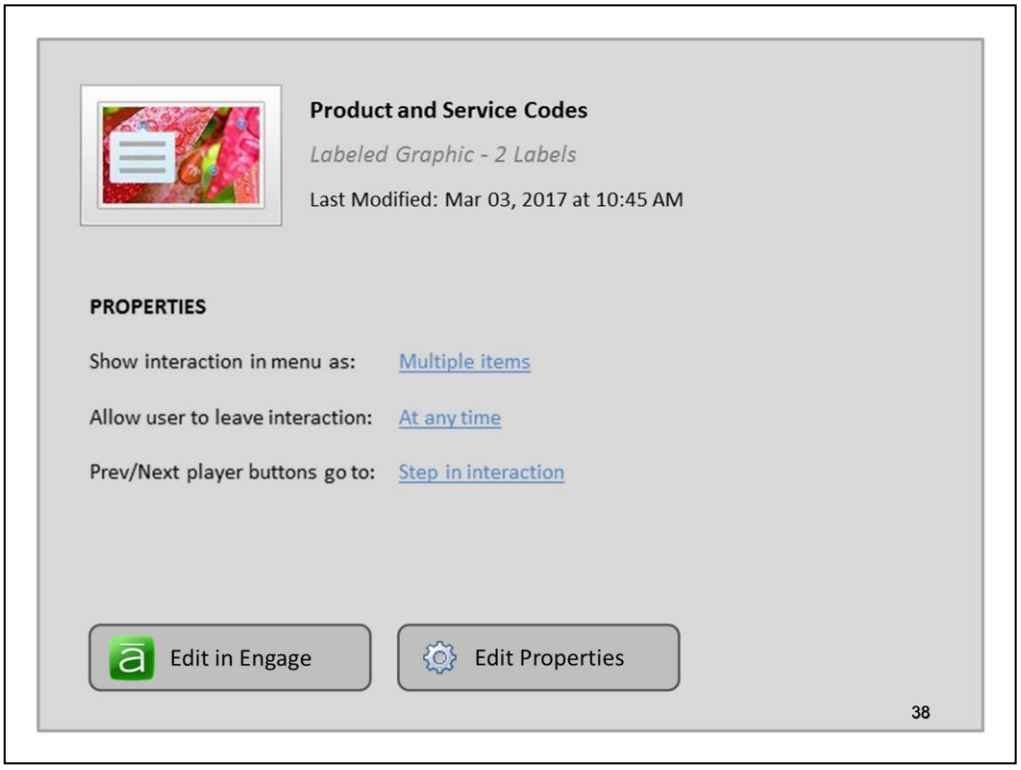
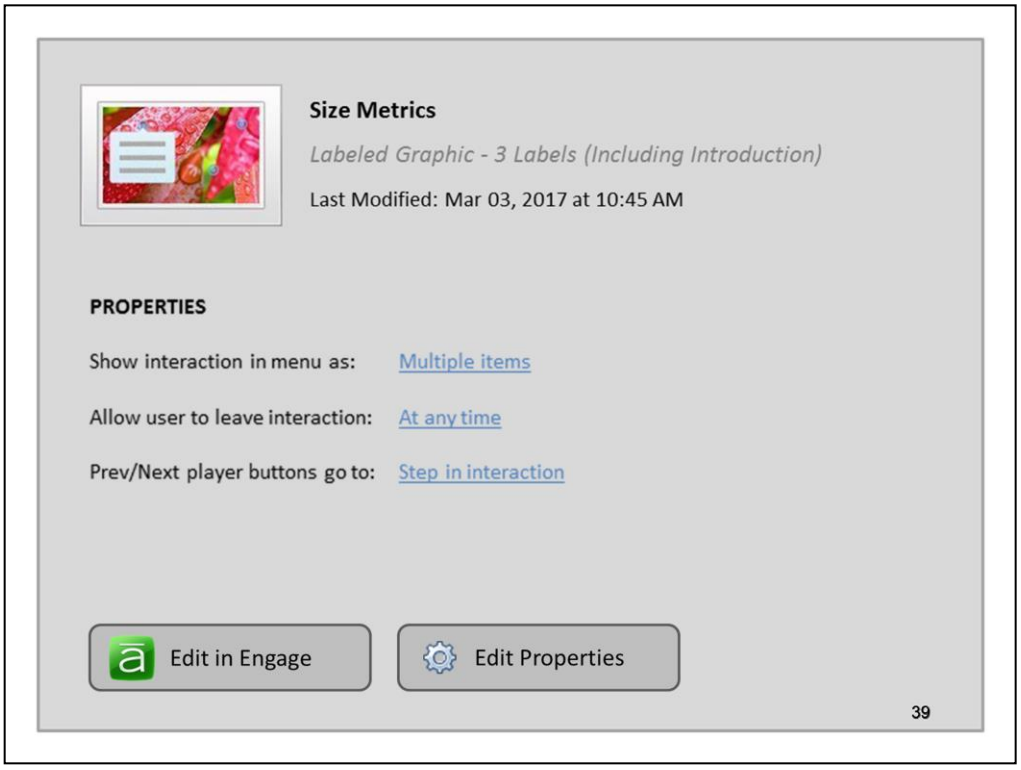
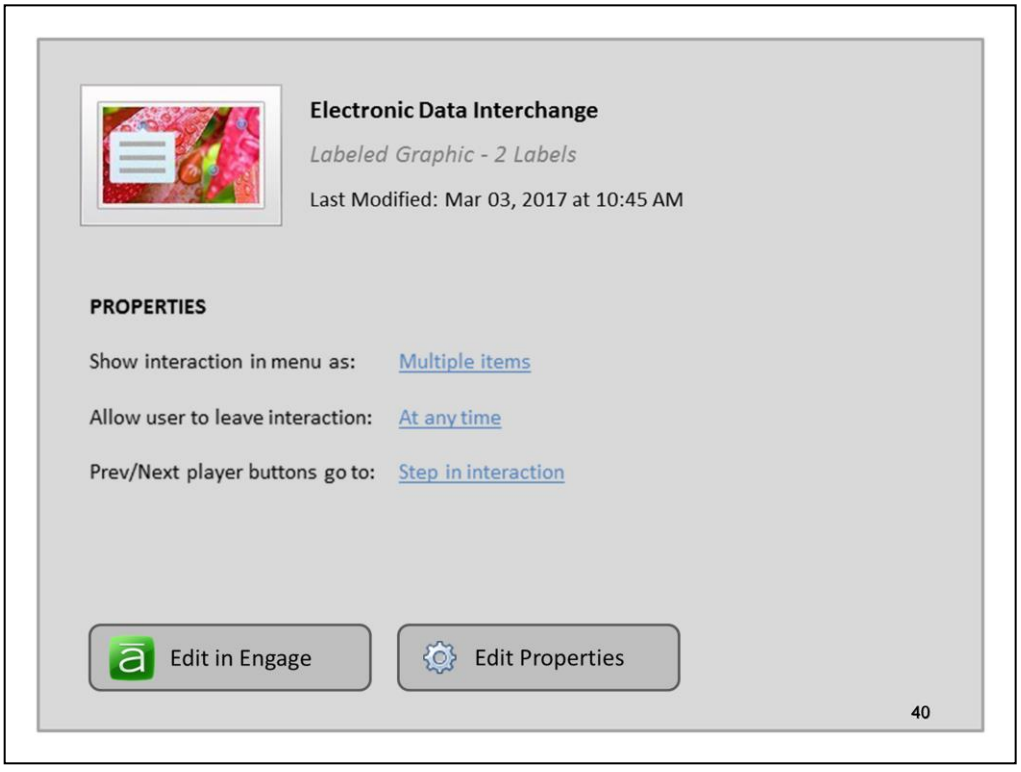
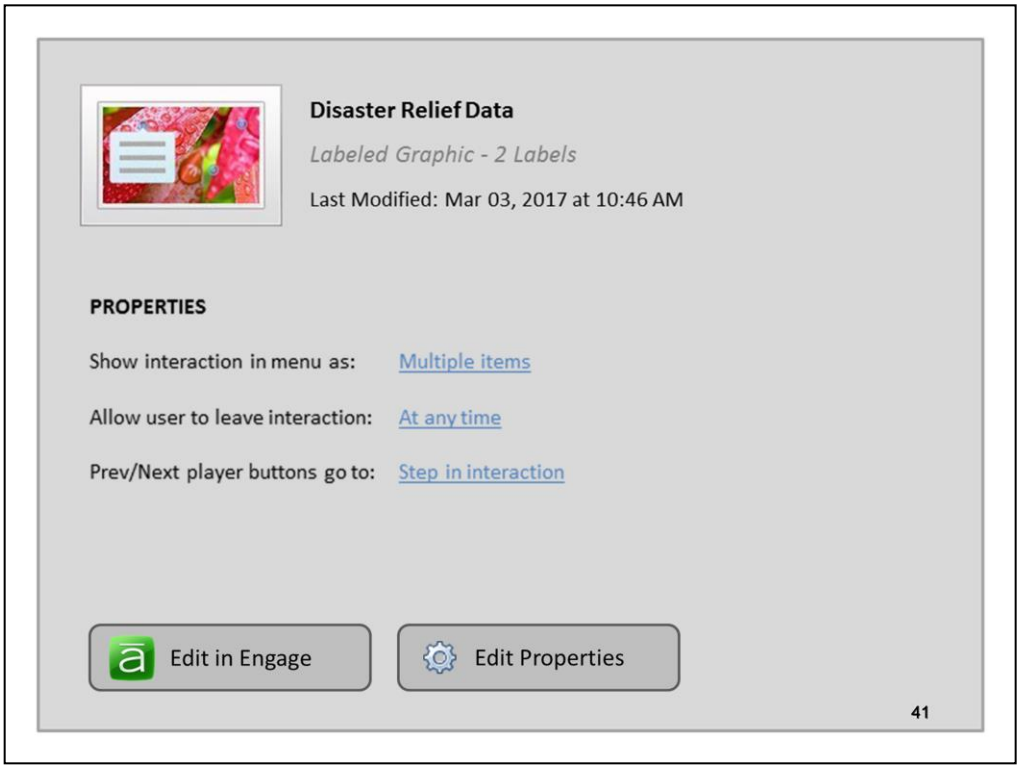
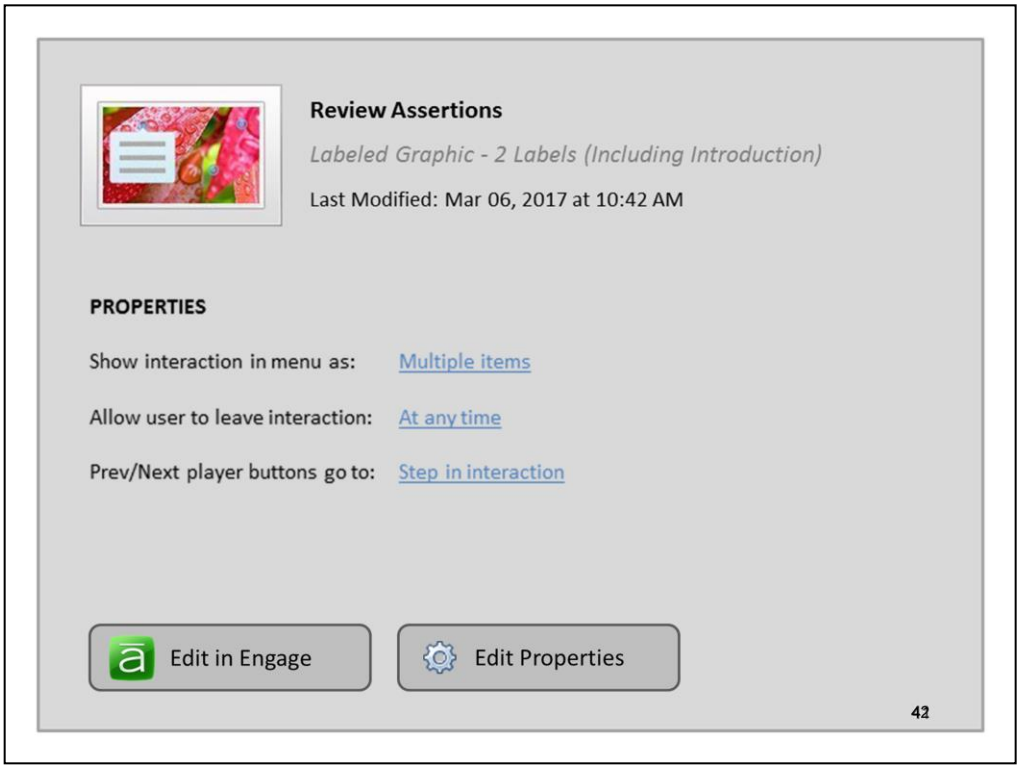
Edit in Engage
Edit Properties
37

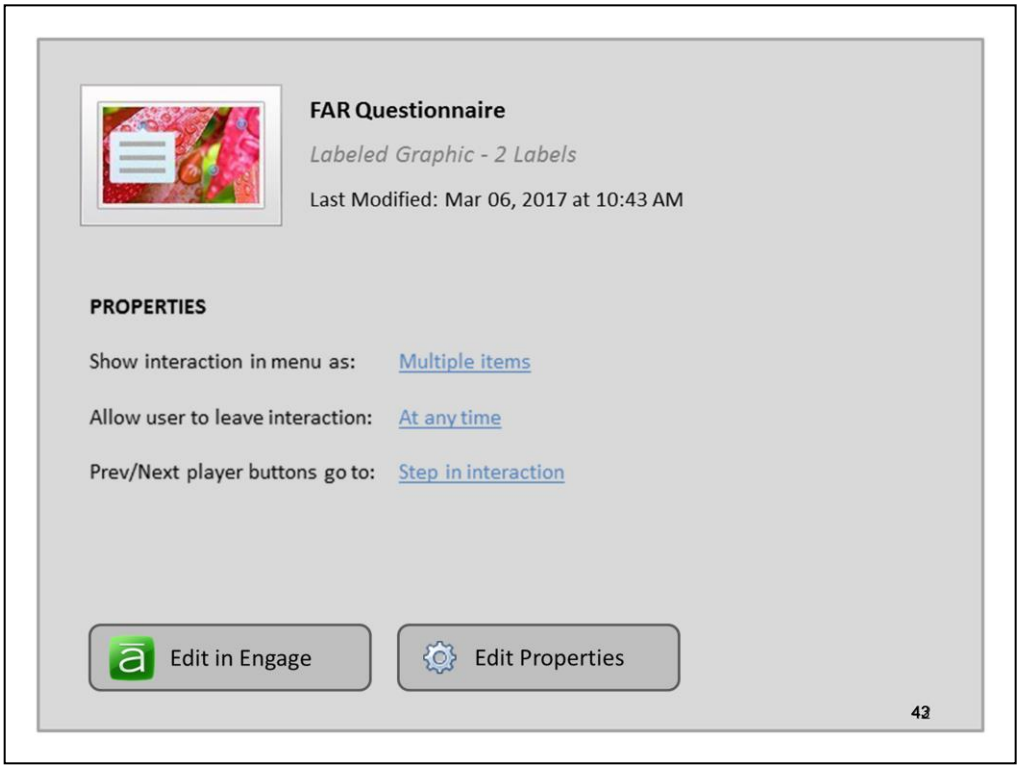

Product and Service Codes
Labeled Graphic - 2 Labels
Last Modified: Mar 03, 2017 at 10:45 AM
PROPERTIES
Show interaction in menu as:
Multiple items
Allow user to leave interaction:
At any time
Prev/Next player buttons go to:
Step in interaction
Edit in Engage
Edit Properties
38

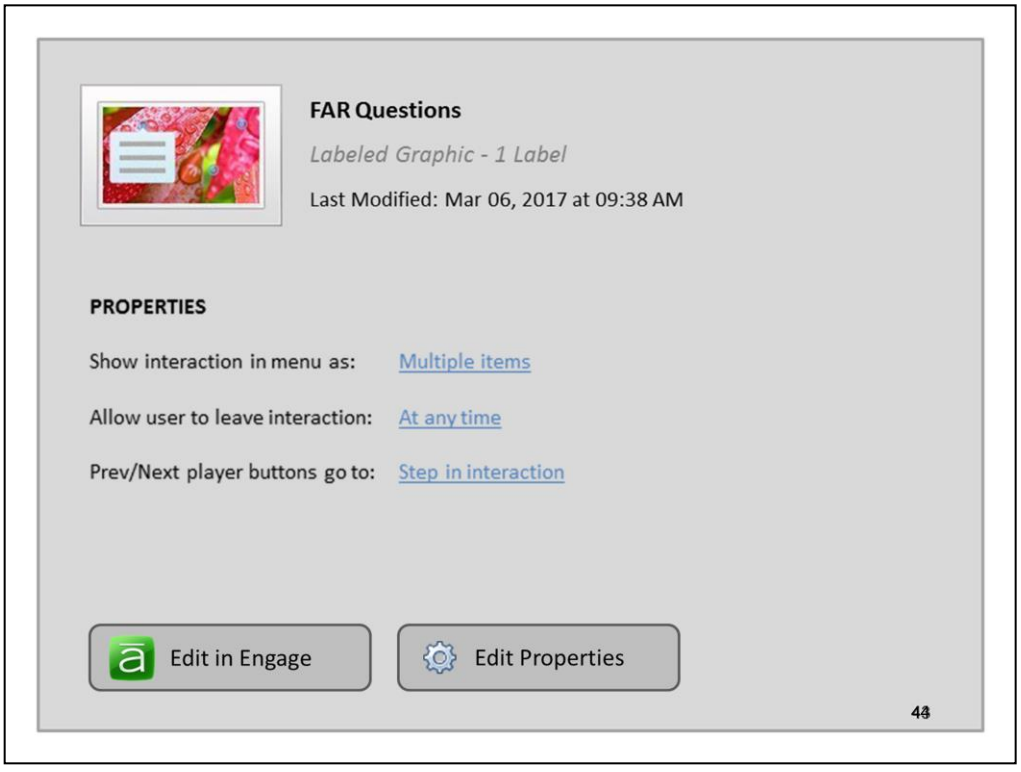

Size Metrics
Labeled Graphic - 3 Labels (Including Introduction)
Last Modified: Mar 03, 2017 at 10:45 AM
PROPERTIES
Show interaction in menu as:
Multiple items
Allow user to leave interaction:
At any time
Prev/Next player buttons go to:
Step in interaction
Edit in Engage
Edit Properties
39

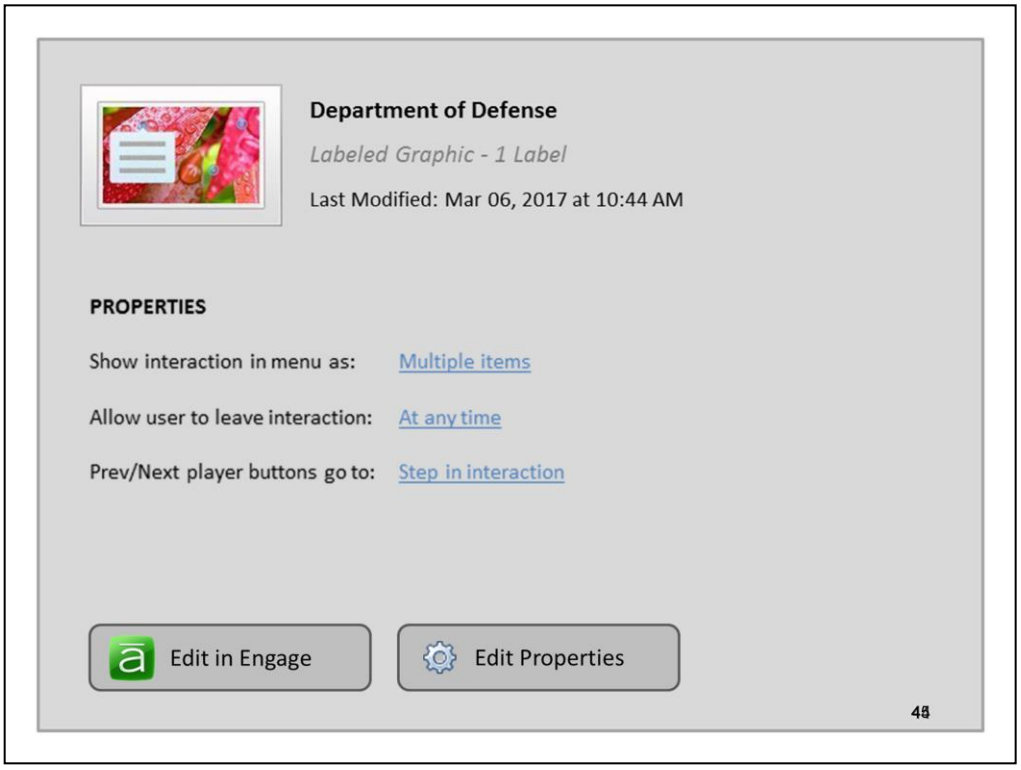

Electronic Data Interchange
Labeled Graphic - 2 Labels
Last Modified: Mar 03, 2017 at 10:45 AM
PROPERTIES
Show interaction in menu as:
Multiple items
Allow user to leave interaction:
At any time
Prev/Next player buttons go to:
Step in interaction
Edit in Engage
Edit Properties
40

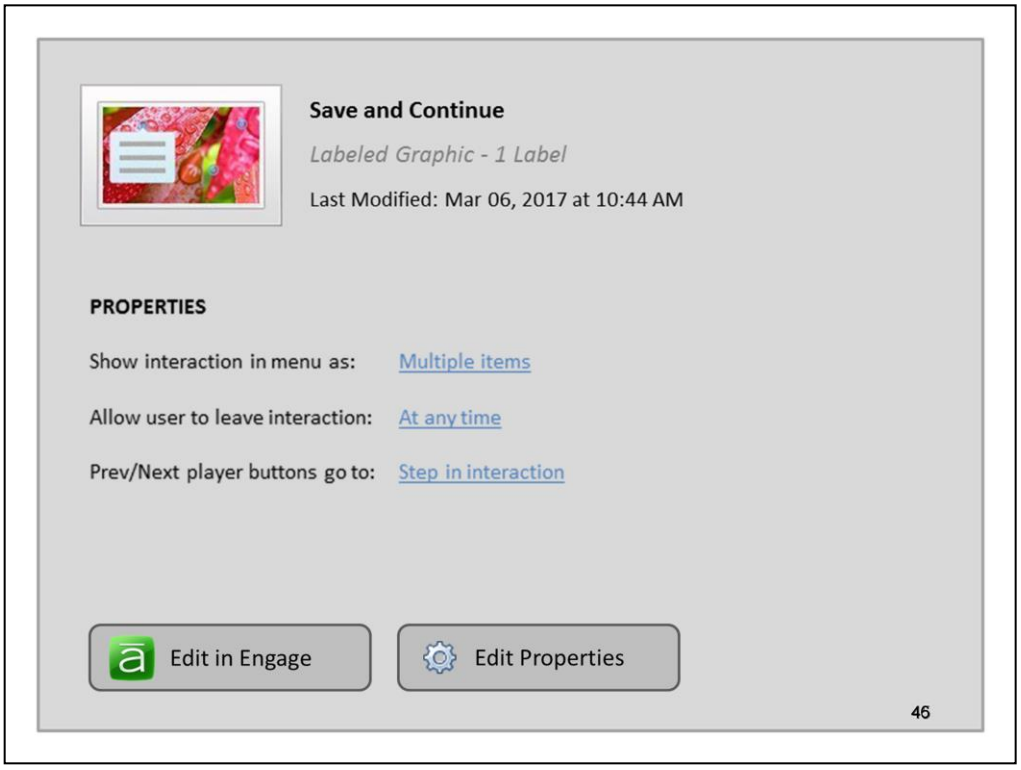

Disaster Relief Data
Labeled Graphic - 2 Labels
Last Modified: Mar 03, 2017 at 10:46 AM
PROPERTIES
Show interaction in menu as: Multiple items
Allow user to leave interaction: At any time
Prev/Next player buttons go to: Step in interaction
Edit in Engage
Edit Properties
41


Review Assertions
Labeled Graphic - 2 Labels (Including Introduction)
Last Modified: Mar 06, 2017 at 10:42 AM
PROPERTIES
Show interaction in menu as:
Multiple items
Allow user to leave interaction:
At any time
Prev/Next player buttons go to:
Step in interaction
Edit in Engage
Edit Properties
42

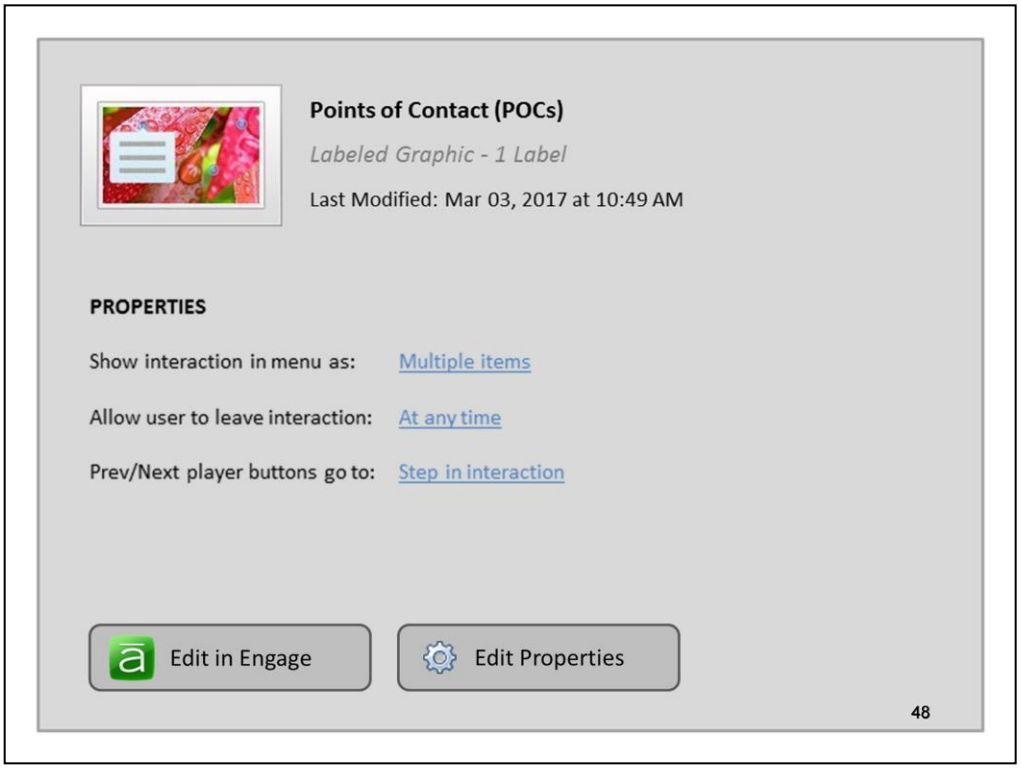

FAR Questionnaire
Labeled Graphic - 2 Labels
Last Modified: Mar 06, 2017 at 10:43 AM
PROPERTIES
Show interaction in menu as: Multiple items
Allow user to leave interaction: At any time
Prev/Next player buttons go to: Step in interaction
Edit in Engage
Edit Properties
43

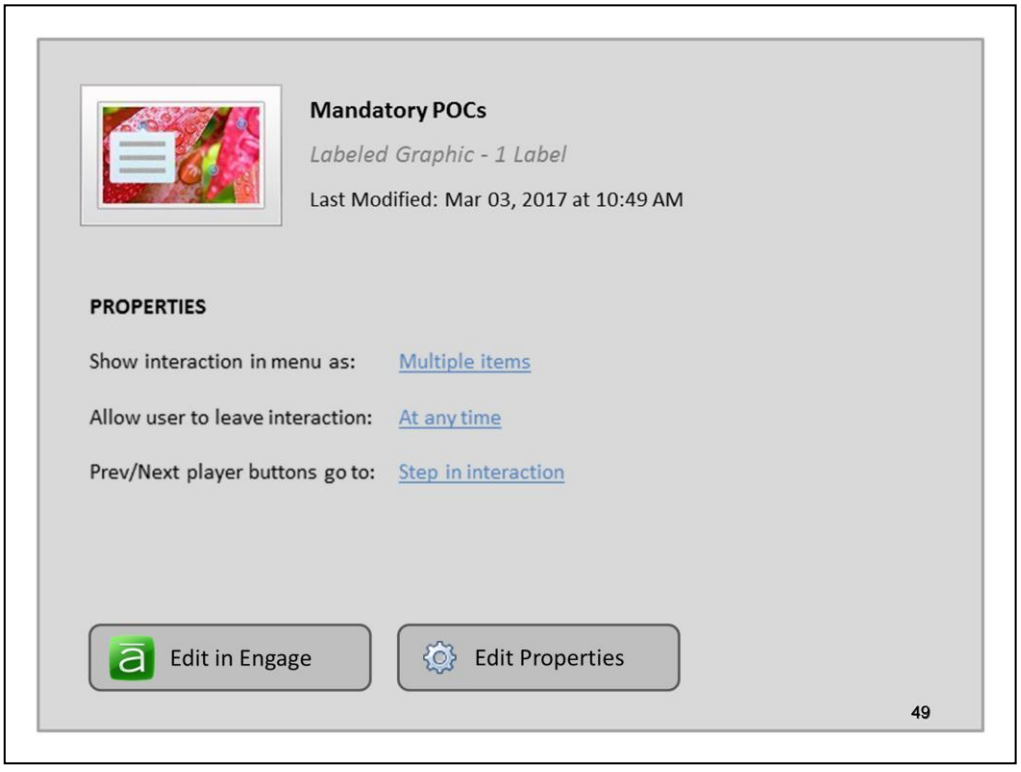

FAR Questions
Labeled Graphic - 1 Label
Last Modified: Mar 06, 2017 at 09:38 AM
PROPERTIES
Show interaction in menu as: Multiple items
Allow user to leave interaction: At any time
Prev/Next player buttons go to: Step in interaction
Edit in Engage
Edit Properties
43

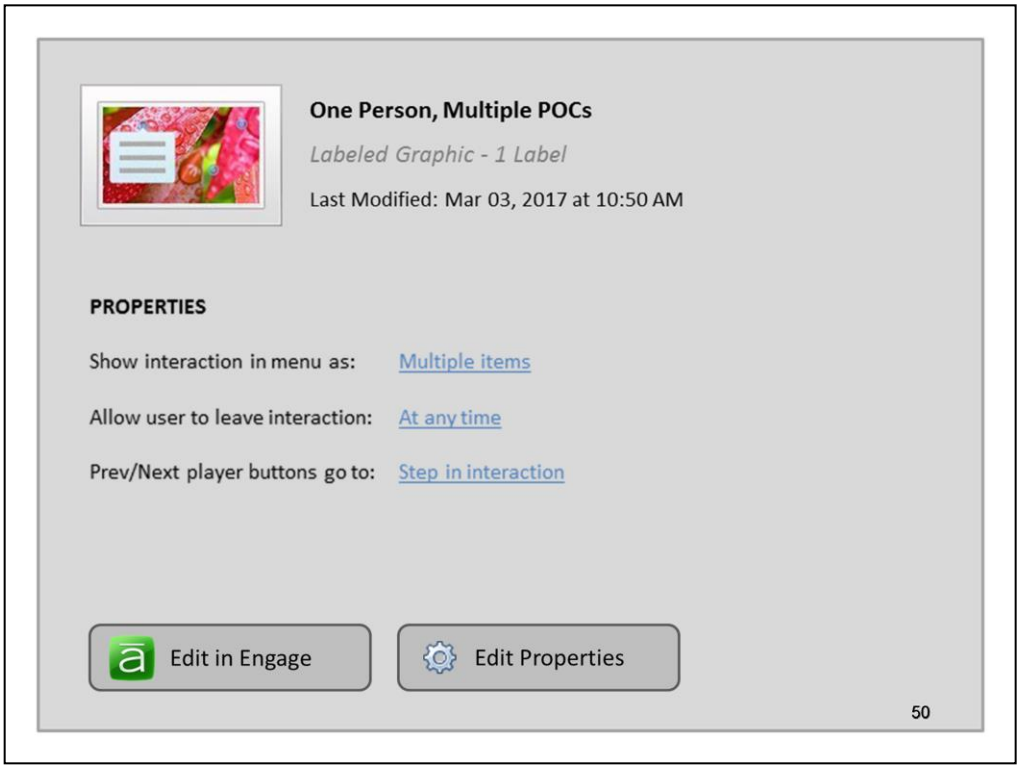

Department of Defense
Labeled Graphic - 1 Label
Last Modified: Mar 06, 2017 at 10:44 AM
PROPERTIES
Show interaction in menu as: Multiple items
Allow user to leave interaction: At any time
Prev/Next player buttons go to: Step in interaction
Edit in Engage
Edit Properties
45

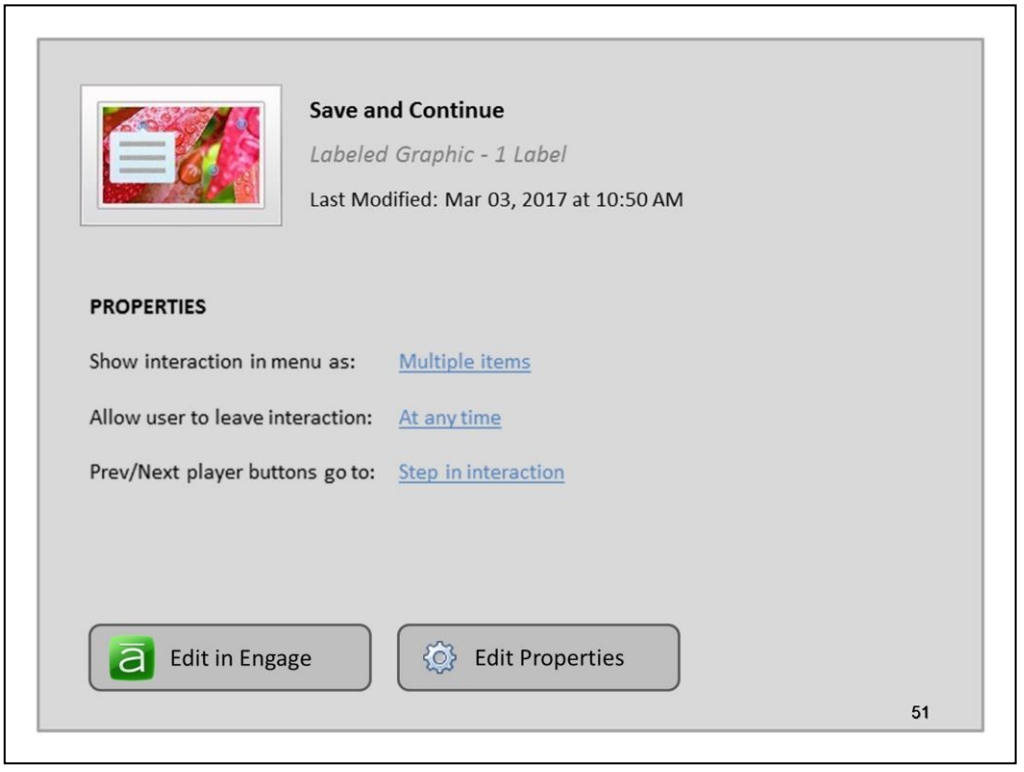

Save and Continue
Labeled Graphic - 1 Label
Last Modified: Mar 06, 2017 at 10:44 AM
PROPERTIES
Show interaction in menu as:
Multiple items
Allow user to leave interaction:
At any time
Prev/Next player buttons go to:
Step in interaction
Edit in Engage
Edit Properties
46

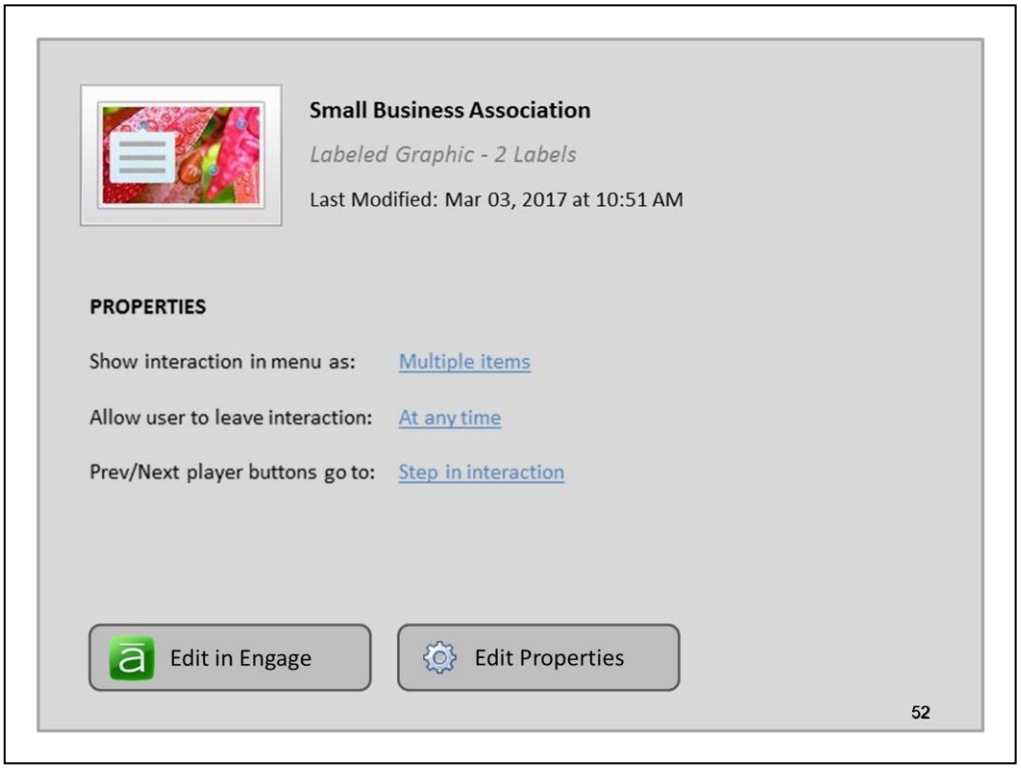
FAR and DFAR Provisions
Labeled Graphic - 2 Labels
Last Modified: Mar 03, 2017 at 10:48 AM
PROPERTIES
Show interaction in menu as:
Multiple items
Allow user to leave interaction:
At any time
Prev/Next player buttons go to:
Step in interaction
Edit in Engage
Edit Properties
47

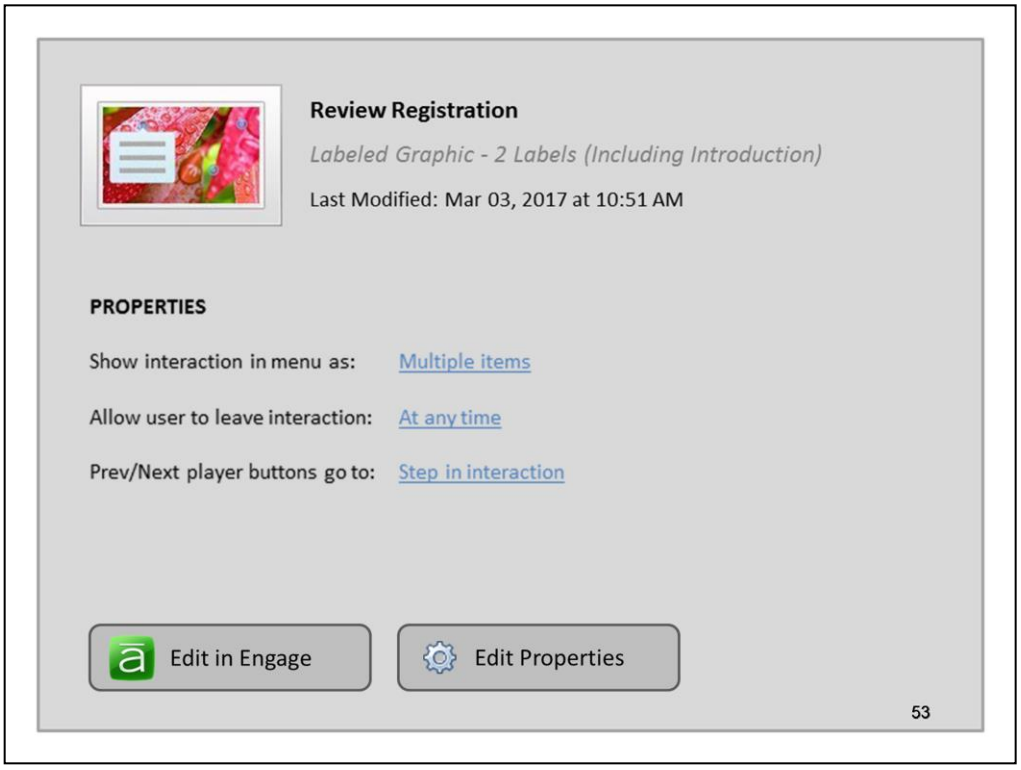

Points of Contact (POCs)
Labeled Graphic - 1 Label
Last Modified: Mar 03, 2017 at 10:49 AM
PROPERTIES
Show interaction in menu as:
Multiple items
Allow user to leave interaction:
At any time
Prev/Next player buttons go to:
Step in interaction
Edit in Engage
Edit Properties
48

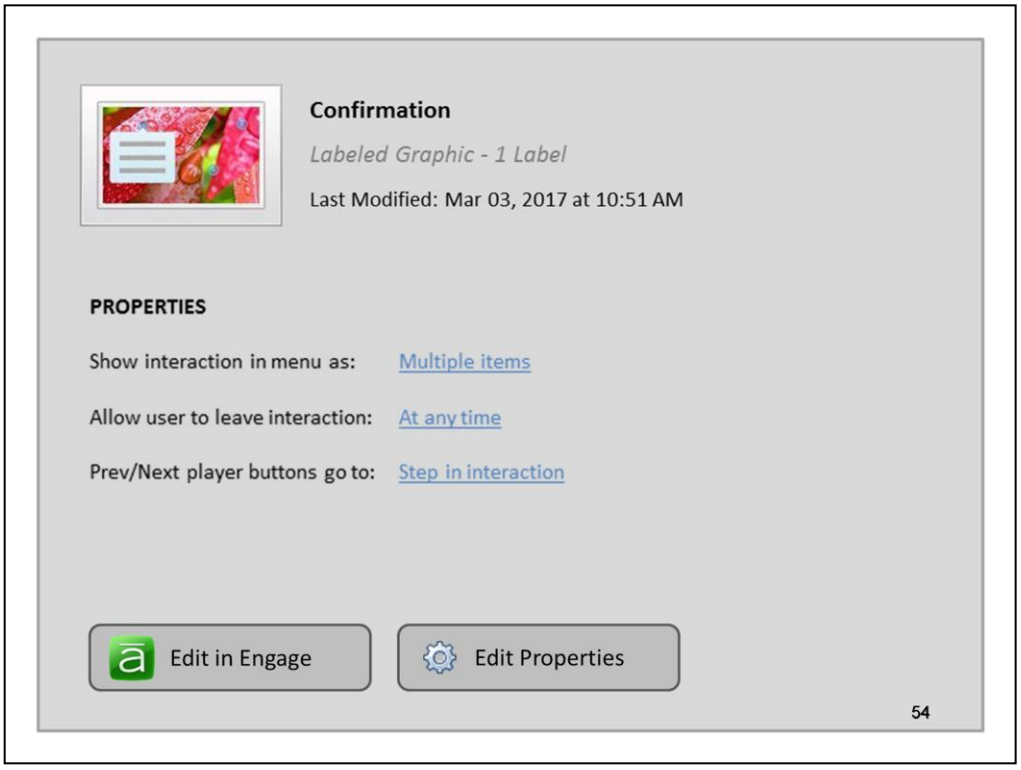

Mandatory POCs
Labeled Graphic - 1 Label
Last Modified: Mar 03, 2017 at 10:49 AM
PROPERTIES
Show interaction in menu as:
Multiple items
Allow user to leave interaction:
At any time
Prev/Next player buttons go to:
Step in interaction
Edit in Engage
Edit Properties
49

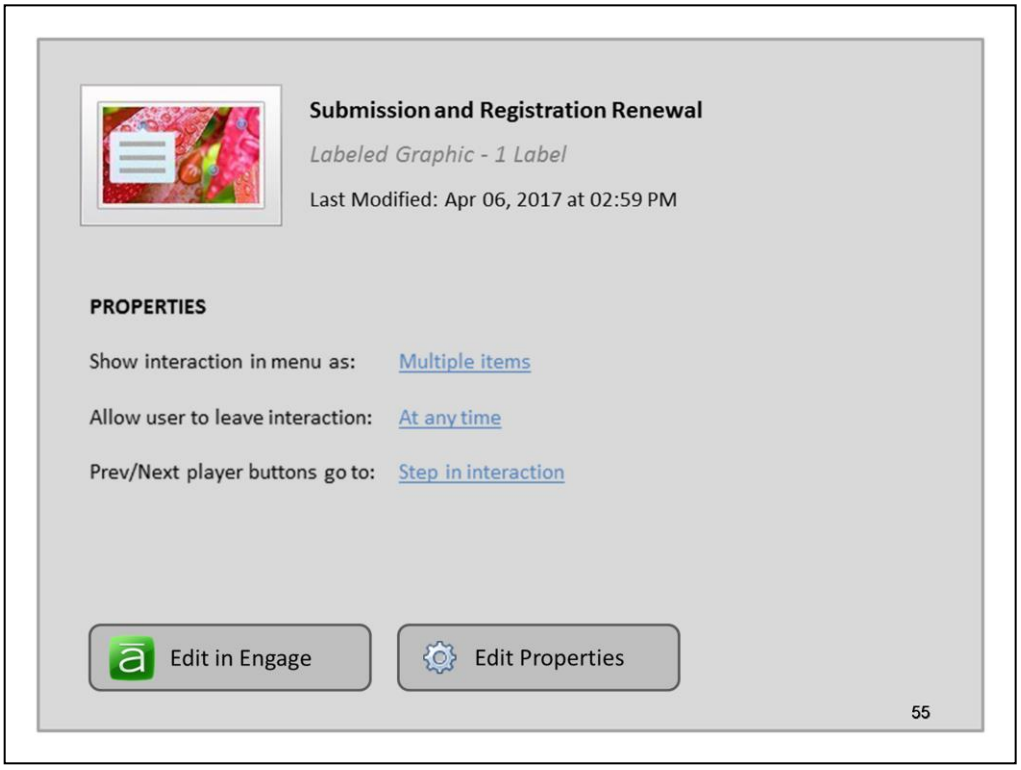

One Person, Multiple POCs
Labeled Graphic - 1 Label
Last Modified: Mar 03, 2017 at 10:50 AM
PROPERTIES
Show interaction in menu as:
Multiple items
Allow user to leave interaction:
At any time
Prev/Next player buttons go to:
Step in interaction
Edit in Engage
Edit Properties
50

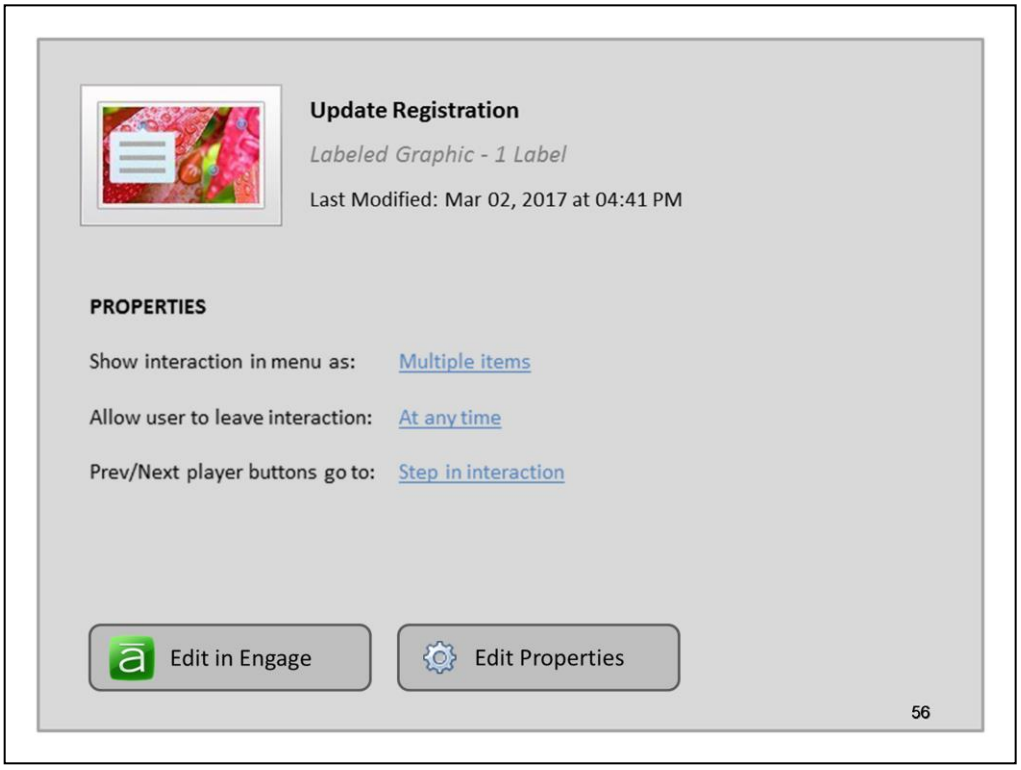

Save and Continue
Labeled Graphic - 1 Label
Last Modified: Mar 03, 2017 at 10:50 AM
PROPERTIES
Show interaction in menu as:
Multiple items
Allow user to leave interaction:
At any time
Prev/Next player buttons go to:
Step in interaction
Edit in Engage
Edit Properties
51


Small Business Association
Labeled Graphic - 2 Labels
Last Modified: Mar 03, 2017 at 10:51 AM
PROPERTIES
Show interaction in menu as:
Multiple items
Allow user to leave interaction:
At any time
Prev/Next player buttons go to:
Step in interaction
Edit in Engage
Edit Properties
52


Review Registration
Labeled Graphic - 2 Labels (Including Introduction)
Last Modified: Mar 03, 2017 at 10:51 AM
PROPERTIES
Show interaction in menu as:
Multiple items
Allow user to leave interaction:
At any time
Prev/Next player buttons go to:
Step in interaction
Edit in Engage
Edit Properties
53


Confirmation
Labeled Graphic - 1 Label
Last Modified: Mar 03, 2017 at 10:51 AM
PROPERTIES
Show interaction in menu as:
Multiple items
Allow user to leave interaction:
At any time
Prev/Next player buttons go to:
Step in interaction
Edit in Engage
Edit Properties
54


Submission and Registration Renewal
Labeled Graphic - 1 Label
Last Modified: Apr 06, 2017 at 02:59 PM
PROPERTIES
Show interaction in menu as:
Multiple items
Allow user to leave interaction:
At any time
Prev/Next player buttons go to:
Step in interaction
Edit in Engage
Edit Properties
55

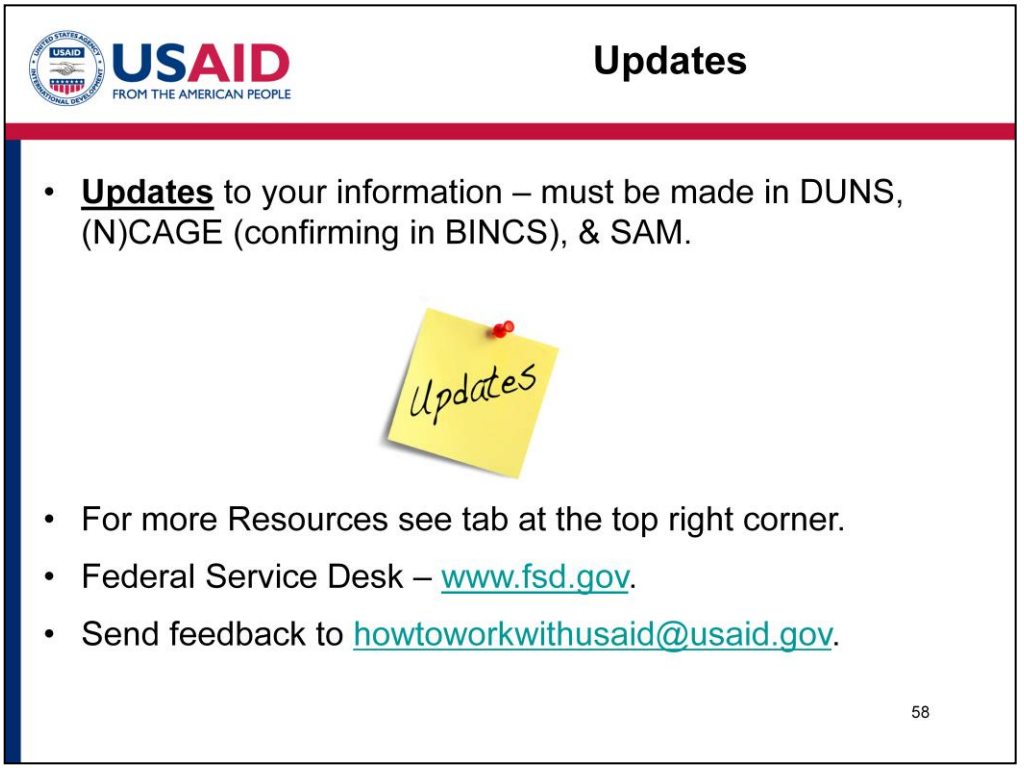

Update Registration
Labeled Graphic - 1 Label
Last Modified: Mar 02, 2017 at 04:41 PM
PROPERTIES
Show interaction in menu as: Multiple items
Allow user to leave interaction: At any time
Prev/Next player buttons go to: Step in interaction
Edit in Engage
Edit Properties
56

Completing the SAM Registration

- Confirmation email within 24-28 hours.
- Second email stating whether successful or unsuccessful.
  - If unsuccessful will receive details as to why and what to fix
- Up to 10 business days for international registration for SAM.
- Plan ahead and register as early as possible.

57

- After clicking register, you will receive a confirmation email within 24-48 hours.
- Then you will receive a second email stating whether you have successfully or unsuccessfully registered in SAM. If unsuccessful, the email will contain details as to what errors must be fixed, for example (N)CAGE validation was not successful, this is usually due to information not exactly same between the systems.
- For international organizations, it may take up to 10 days to receive confirmation of successful SAM registration.
- Do plan ahead and register for a DUNS number, (N)CAGE code, and for SAM as early as possible so that if you do receive an email noting errors you can fix them and move ahead.



- If you need to make any updates to your business data, such as a change to the name of your organization or address, then you should make updates in DUNS, CAGE/NCAGE (including confirmation in BINCS), and SAM so that the information remains exactly the same between all systems.
- This concludes our e-module for SAM registration. As you are registering with SAM, if you have questions, feel free to refer back to this e-module. You may also refer to the resources included in the top right corner of the screen or the Federal Service Desk at www.fsd.gov for answers to the most common questions.
- Thank you for your time, and we hope that you have found this e-module to be helpful. We also appreciate your feedback, which may be sent to howtoworkwithusaid@usaid.gov.

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This E-Module was produced by the United States Agency for International Development.

This project includes the past collected efforts by the New Partners Initiative, Capable Partners Program, and USAID Staff.

USAID is appreciative of all the individuals who contributed their time and ideas towards the development of this e-module series.